



QUALITY RECORDS MATRIX

Record Year: 2023

Updated as of : JANUARY -
MARCH

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 583: Dr. Maria Vanessa E. Gabunada, Designation as Head, Department of Liberal Arts and Behavioral Sciences	White, file shelving cabinet	Office of the President	1 year	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 578: Dr. Marlito Jose M. Bande, Designation as Director, Zonal Center for Biodiversity Conservation and Habitat Restoration (biodiversity Center)	White, file shelving cabinet	Office of the President	1 year	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 571: Dr. Dilberto O. Ferraren, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 570: Dr. Aleli A. Villocino, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 568: Dr. Beatriz S. Belonias, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 567: Ms. Zyra May H. Centino, Designation as Head, Department of Economics	White, file shelving cabinet	Office of the President	1 year	NA
7	PM-OOP-01	FM-OOP-01	Memo No. 549: Dr. Daniel Leslie S. Tan, Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
8	PM-OOP-01	FM-OOP-01	Memo No. 531: Mr. Jerome O. Arribado, Designation as Deputy Quality Management Representative	White, file shelving cabinet	Office of the President	1 year	NA

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.

9	PM-OOP-01	FM-OOP-01	Memo No. 486: Mr. Jerome O. Arribado, ISO Quality Assurance Coordinator under the Office of the Vice President for Research, Extension and Innovation (OVPREI)	White, file shelving cabinet	Office of the President	1 year	NA
10	PM-OOP-01	FM-OOP-01	Memo No. 464: Mr. Jay C. Bansale, Designation as Coordinator of CWTS	White, file shelving cabinet	Office of the President	1 year	NA
11	PM-OOP-01	FM-OOP-01	Memo No. 374: Dr. Ma. Theresa P. Loreto, Designation as OIC Director, EV-Biotech Center	White, file shelving cabinet	Office of the President	1 year	NA
12	PM-OOP-01	FM-OOP-01	Memo No. 358: Mr. Toni March L. Dargantes, Designation as Assistant Risk Manager of VSU	White, file shelving cabinet	Office of the President	1 year	NA
13	PM-OOP-01	FM-OOP-01	Memo No. 357: Dr. Daniel Leslie S. Tan, Designation as Risk Manager of the Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
14	PM-OOP-01	FM-OOP-01	Memo No. 336: Dr. Shalom Grace C. Sugano, Designation as Principal, VSU Integrated High School	White, file shelving cabinet	Office of the President	1 year	NA
15	PM-OOP-01	FM-OOP-01	Memo No. 335: Dr. Dilberto O. Ferraren, Designation as Vice President for Planning, Resource Generation and Auxiliary Services	White, file shelving cabinet	Office of the President	1 year	NA
16	PM-OOP-01	FM-OOP-01	Memo No. 286: Mr. Jonel H. Ababat, Designation as Alternate Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	1 year	NA
17	PM-OOP-01	FM-OOP-01	Memo No. 285: Ms. Vanessa May B. Milan, Designation as Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	1 year	NA
18	PM-OOP-01	FM-OOP-01	Memo No. 250: Mr. Lourd Franz M. Gabunada, Designation as Head, Department of Biotechnology	White, file shelving cabinet	Office of the President	1 year	NA
19	PM-OOP-01	FM-OOP-01	Memo No. 248: Dr. Julius V. Abela, Designation as University Firearm Custodian	White, file shelving cabinet	Office of the President	1 year	NA
20	PM-OOP-01	FM-OOP-01	Memo No. 247: Mr. Nevin A. Pacada, Designation as Head, VSU Cebu Office	White, file shelving cabinet	Office of the President	1 year	NA
21	PM-OOP-01	FM-OOP-01	Memo No. 246: Dr. Elwin Jay V. Yu, Designation as Chief of University Services	White, file shelving	Office of the President	1 year	NA

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.

			for Health, Emergency and Rescue	cabinet			
22	PM-OOP-01	FM-OOP-01	Memo No. 245: Ms. Honey Sofia V. Colis, Designation as OIC In-charge, Learning and Development and HR Accreditation	White, file shelving cabinet	Office of the President	1 year	NA
23	PM-OOP-01	FM-OOP-01	Memo No. 244: Mr. Nick Freddy R. Bello, Designation as OIC Head, Accounting Office	White, file shelving cabinet	Office of the President	1 year	NA
24	PM-OOP-01	FM-OOP-01	Memo No. 243: Ms. Miriam M. De la Torre, Designation as OIC Head, RSP and Personnel Records	White, file shelving cabinet	Office of the President	1 year	NA
25	PM-OOP-01	FM-OOP-01	Memo No. 242: Ms. Miriam M. De la Torre, Designation as In-Charge, Performance Management and Rewards & Recognition	White, file shelving cabinet	Office of the President	1 year	NA
26	PM-OOP-01	FM-OOP-01	Memo No. 241: Ms. Regina C. Bibera, Designation as In-Charge, Payroll and Leave Benefits	White, file shelving cabinet	Office of the President	1 year	NA
27	PM-OOP-01	FM-OOP-01	Memo No. 240: Ms. Ma. Roberta S. Miraflor, Designation as Head, Records & Archives	White, file shelving cabinet	Office of the President	1 year	NA
28	PM-OOP-01	FM-OOP-01	Memo No. 239: Ms. Jessamine C. Ecleo, Designation as Head for Procurement	White, file shelving cabinet	Office of the President	1 year	NA
29	PM-OOP-01	FM-OOP-01	Memo No. 238: Mr. Roden D. Troyo, Designation as Head, Grounds and Landscape Maintenance	White, file shelving cabinet	Office of the President	1 year	NA
30	PM-OOP-01	FM-OOP-01	Memo No. 237: Engr. Mario Lilio P. Valenzona, Designation as Head, Building and Housing Maintenance	White, file shelving cabinet	Office of the President	1 year	NA
31	PM-OOP-01	FM-OOP-01	Memo No. 236: Ms. Alicia M. Flores, Designation as Head, Budget Office	White, file shelving cabinet	Office of the President	1 year	NA
32	PM-OOP-01	FM-OOP-01	Memo No. 235: Engr. Marlon G. Burlas, Designation as Head, Power Plant and Electrical Services	White, file shelving cabinet	Office of the President	1 year	NA
33	PM-OOP-01	FM-OOP-01	Memo No. 234: Engr. Marlon G. Burlas, Designation as head, Motor Pool Services	White, file shelving cabinet	Office of the President	1 year	NA
34	PM-OOP-01	FM-OOP-	Memo No. 233: Atty. Rysan C. Guinocor,	White, file	Office of the	1 year	NA

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.

		O1	Designation as OIC Head for General Services	shelving cabinet	President		
35	PM-OOP-01	FM-OOP-01	Memo No. 232: Engr. Sean O. Villagonzalo, Designation as Head of Information and Communication Technology Management Center	White, file shelving cabinet	Office of the President	1 year	NA
36	PM-OOP-01	FM-OOP-01	Memo No. 231: Engr. Mario Lilio P. Valenzona, Designation as Director for Physical Plant	White, file shelving cabinet	Office of the President	1 year	NA
37	PM-OOP-01	FM-OOP-01	Memo No. 230: Ms. Honey Sofia V. Colis, Designation as Director for Human Resource Management	White, file shelving cabinet	Office of the President	1 year	NA
38	PM-OOP-01	FM-OOP-01	Memo No. 229: Atty. Rysan C. Guinocor, Designation as Director for Administration Services	White, file shelving cabinet	Office of the President	1 year	NA
39	PM-OOP-01	FM-OOP-01	Memo No. 228: Ms. Louella C. Ampac, Designation as Director for Financial Management	White, file shelving cabinet	Office of the President	1 year	NA
40	PM-OOP-01	FM-OOP-01	Memo No. 227: Dr. Julius P. Abela, Designation as Head of the University Disaster and Risk Reduction Management	White, file shelving cabinet	Office of the President	1 year	NA
41	PM-OOP-01	FM-OOP-01	Memo No. 226: Ms. Queen-ever Y. Atupan, Designation as Head, Cash Office	White, file shelving cabinet	Office of the President	1 year	NA
42	PM-OOP-01	FM-OOP-01	Memo No. 225: Dr. Christy M. Desades, Designation as Head, University Review Services	White, file shelving cabinet	Office of the President	1 year	NA
43	PM-OOP-01	FM-OOP-01	Memo No. 224: Prof. Argina M. Pomida, Designation as Head, Income Generating Projects	White, file shelving cabinet	Office of the President	1 year	NA
44	PM-OOP-01	FM-OOP-01	Memo No. 223: Ms. Corazon A. Padilla, Designation as Head Alumni and Community Relations	White, file shelving cabinet	Office of the President	1 year	NA
45	PM-OOP-01	FM-OOP-01	Memo No. 222: Dr. Anglica P. Baldos, Designation as Head, Office of Continuing Professional Development and Education	White, file shelving cabinet	Office of the President	1 year	NA
46	PM-OOP-01	FM-OOP-01	Memo No. 221: Mr. Toni Marc L. Dargantes, Designation as OIC Head, Planning Office	White, file shelving cabinet	Office of the President	1 year	NA

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.

47	PM-OOP-01	FM-OOP-01	Memo No. 220: Dr. Angelica P. Baldos, Designation as Director of the Center for Continuing Education	White, file shelving cabinet	Office of the President	1 year	NA
48	PM-OOP-01	FM-OOP-01	Memo No. 218: Engr. Marcelo T. Abreba, Jr., Designation as Director for Planning and Infrastructure Project Development and Monitoring	White, file shelving cabinet	Office of the President	1 year	NA
49	PM-OOP-01	FM-OOP-01	Memo No. 216: Engr. Eldon P. de Padua, Designation as Director, Renewable Energy Research Center (RERC)	White, file shelving cabinet	Office of the President	1 year	NA
50	PM-OOP-01	FM-OOP-01	Memo No. 215: Dr. Dennis P. Peque, Designation as Director, Regional Climate Change R & D Center (RCCRDC)	White, file shelving cabinet	Office of the President	1 year	NA
51	PM-OOP-01	FM-OOP-01	Memo No. 214: Dr. Romel B. Armecin, Designation as Director, National Abaca Research Center (NARC)	White, file shelving cabinet	Office of the President	1 year	NA
52	PM-OOP-01	FM-OOP-01	Memo No. 213: Prof. Rosa Ophelia D. Velarde, Designation as Head, Office of the RDE Network Secretariat	White, file shelving cabinet	Office of the President	1 year	NA
53	PM-OOP-01	FM-OOP-01	Memo No. 212: Ms. Mae Ann Bravo, Designation as Head, Central Analytical Service Laboratory	White, file shelving cabinet	Office of the President	1 year	NA
54	PM-OOP-01	FM-OOP-01	Memo No. 211: Dr. Victor B. Asio, Designation as Editor-in-Chief, Annals of Tropical Research (ATR)	White, file shelving cabinet	Office of the President	1 year	NA
55	PM-OOP-01	FM-OOP-01	Memo No. 210: Prof. Francisco G. Gabunada, Jr. Designation as Director, Philippine Carabao Center (PCC at VSU)	White, file shelving cabinet	Office of the President	1 year	NA
56	PM-OOP-01	FM-OOP-01	Memo No. 209: Dr. Maria Juliet C. Ceniza, Designation as Director, VICARP	White, file shelving cabinet	Office of the President	1 year	NA
57	PM-OOP-01	FM-OOP-01	Memo No. 208: Mr. Jerome O. Arribado, Designation as Director, Ecological Farm Resources and Management Institute (Eco-FARMI)	White, file shelving cabinet	Office of the President	1 year	NA
58	PM-OOP-01	FM-OOP-01	Memo No. 207: Mr. Marlon M. Tambis, Designation as Assistant Director, Philippine Rootcrop Research and Training Center (Philrootcrops)	White, file shelving cabinet	Office of the President	1 year	NA

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.

59	PM-OOP-01	FM-OOP-01	Memo No. 206: Dr. Ma. Theresa P. Loreto, Designation as Director, Advance Research and Innovation Center	White, file shelving cabinet	Office of the President	1 year	NA
60	PM-OOP-01	FM-OOP-01	Memo No. 205: Dr. Marisel A. Leorna, Designation as Director, National Coconut Research Center – Visayas (NCRC-V)	White, file shelving cabinet	Office of the President	1 year	NA
61	PM-OOP-01	FM-OOP-01	Memo No. 204: Prof. Rosa Ophelia D. Velarde, Designation as Director for Research	White, file shelving cabinet	Office of the President	1 year	NA
62	PM-OOP-01	FM-OOP-01	Memo No. 203: Dr. Antonio P. Abamo, Designation as Director for Extension	White, file shelving cabinet	Office of the President	1 year	NA
63	PM-OOP-01	FM-OOP-01	Memo No. 202: Prof. Alan B. Loreto, Designation as Director for Innovation	White, file shelving cabinet	Office of the President	1 year	NA
64	PM-OOP-01	FM-OOP-01	Memo No. 201: Mr. Jed Asaph D. Cortes, Mr. Jed Asaph D. Cortes, Designation as Head, VSU Team/	White, file shelving cabinet	Office of the President	1 year	NA
65	PM-OOP-01	FM-OOP-01	Memo No. 200: Engr. Celestial A. Manigo, Designation as Head, Geographic Information System Laboratory	White, file shelving cabinet	Office of the President	1 year	NA
66	PM-OOP-01	FM-OOP-01	Memo No. 199: Mr. Vicente A. Gilos: Designation as Chief Librarian	White, file shelving cabinet	Office of the President	1 year	NA
67	PM-OOP-01	FM-OOP-01	Memo No. 198: Mr. Joy A. Bellen, Designation as Coordinator of CWTS	White, file shelving cabinet	Office of the President	1 year	NA
68	PM-OOP-01	FM-OOP-01	Memo No. 197: Prof. Manolo B. Loreto, Jr., Designation as Dean of Students	White, file shelving cabinet	Office of the President	1 year	NA
69	PM-OOP-01	FM-OOP-01	Memo No. 196: Mr. Joy A. Bellen, Designation as Director of NSTP/CWTS	White, file shelving cabinet	Office of the President	1 year	NA
70	PM-OOP-01	FM-OOP-01	Memo No. 195: Mr. Raymund M. Igcasama, Designation as Head of Admission	White, file shelving cabinet	Office of the President	1 year	NA
71	PM-OOP-01	FM-OOP-01	Memo No. 194: Ms. Mary Ann G. Cobico, Designation as Head, Career and Job Placement Services	White, file shelving cabinet	Office of the President	1 year	NA

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.

72	PM-OOP-01	FM-OOP-01	Memo No. 193: Ms. Christie Cyrene T. Tauy, Designation as Head, Student Development Services	White, file shelving cabinet	Office of the President	1 year	NA
73	PM-OOP-01	FM-OOP-01	Memo No. 190: Prof. Manolo B. Loreto, Jr., Designation as OIC Head, Student Internship and Volunteer Programs	White, file shelving cabinet	Office of the President	1 year	NA
74	PM-OOP-01	FM-OOP-01	Memo No. 189: Dr. Charis B. Limbo-Rivera, Designation as Director, Institute of Human Kinetics (IHK)	White, file shelving cabinet	Office of the President	1 year	NA
75	PM-OOP-01	FM-OOP-01	Memo No. 188: Dr. Carl Leonard M. Pradera, Designation as Head, Department of Veterinary Para-Clinical Sciences	White, file shelving cabinet	Office of the President	1 year	NA
76	PM-OOP-01	FM-OOP-01	Memo No. 187: Dr. Harvie P. Portugaliza, Designation as Head, Department of Veterinary Clinical Sciences	White, file shelving cabinet	Office of the President	1 year	NA
77	PM-OOP-01	FM-OOP-01	Memo No. 186: Dr. Santiago T. Peña, Jr., Designation as Head, Department of Veterinary Basic Sciences	White, file shelving cabinet	Office of the President	1 year	NA
78	PM-OOP-01	FM-OOP-01	Memo No. 185: Ms. Hannah Mae E. Quimbo, Designation as Head, Department of Tourism & Hospitality Management	White, file shelving cabinet	Office of the President	1 year	NA
79	PM-OOP-01	FM-OOP-01	Memo No. 184: Prof. Ernesto F. Bulayog, Designation as Head, Department of Economics	White, file shelving cabinet	Office of the President	1 year	NA
80	PM-OOP-01	FM-OOP-01	Memo No. 183: Mr. Bert C. Peñalosa, Designation as Head, Department of Business Management	White, file shelving cabinet	Office of the President	1 year	NA
81	PM-OOP-01	FM-OOP-01	Memo No. 182: Dr. Lilian B. Nuñez, Designation as Director, Institute of Strategic Research and Development Studies	White, file shelving cabinet	Office of the President	1 year	NA
82	PM-OOP-01	FM-OOP-01	Memo No. 181: Dr. Eliza D. Espinosa, Designation as Director, ITEEM	White, file shelving cabinet	Office of the President	1 year	NA
83	PM-OOP-01	FM-OOP-01	Memo No. 180: Prof. Magdalene C. Unajan, Designation as Head, Department of Computer Science & Technology	White, file shelving cabinet	Office of the President	1 year	NA
84	PM-OOP-01	FM-OOP-01	Memo No. 179: Mr. Paulo G. Batidor, Designation as Head, Department of Statistics	White, file shelving cabinet	Office of the President	1 year	NA

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.

85	PM-OOP-01	FM-OOP-01	Memo No. 178: Engr. Charlie S. Andan, Designation as Head, Department of Meteorology	White, file shelving cabinet	Office of the President	1 year	NA
86	PM-OOP-01	FM-OOP-01	Memo No. 177: Engr. Ronard G. Paña, Designation as Head, Department of Mechanical Engineering	White, file shelving cabinet	Office of the President	1 year	NA
87	PM-OOP-01	FM-OOP-01	Memo No. 176: Dr. Joel Q. Mabalhin, Designation as Head, Department of Teacher Education	White, file shelving cabinet	Office of the President	1 year	NA
88	PM-OOP-01	FM-OOP-01	Memo No. 175: Dr. Rev Rhizza L Aure, Designation as Head, Department of Physics	White, file shelving cabinet	Office of the President	1 year	NA
89	PM-OOP-01	FM-OOP-01	Memo No. 174: Dr. Elizabeth S. Quevedo, Designation as Head, Department of Pure and Applied Chemistry	White, file shelving cabinet	Office of the President	1 year	NA
90	PM-OOP-01	FM-OOP-01	Memo No. 173: Dr. Eusebio R. Lina, Designation as Head, Department of Mathematics	White, file shelving cabinet	Office of the President	1 year	NA
91	PM-OOP-01	FM-OOP-01	Memo No. 172: Dr. Jett C. Quebec, Designation as Head, Department of Liberal Arts and Behavioral Sciences	White, file shelving cabinet	Office of the President	1 year	NA
92	PM-OOP-01	FM-OOP-01	Memo No. 171: Dr. Jannet C. Bencure, Designation as Head, Department of Geodetic Engineering	White, file shelving cabinet	Office of the President	1 year	NA
93	PM-OOP-01	FM-OOP-01	Memo No. 170: Dr. Anatolio N. Polinar, Designation as Head, Department of Forest Science	White, file shelving cabinet	Office of the President	1 year	NA
94	PM-OOP-01	FM-OOP-01	Memo No. 169: Prof Epifania G. Loreto, Designation as Head, Department of Civil Engineering	White, file shelving cabinet	Office of the President	1 year	NA
95	PM-OOP-01	FM-OOP-01	Memo No. 168: Dr. Analyn M. Mazo, Designation as Head, Department of Biological Sciences	White, file shelving cabinet	Office of the President	1 year	NA
96	PM-OOP-01	FM-OOP-01	Memo No. 167: Engr. Eldon P. de Padua, Designation as Head, Department of Agricultural and Biosystems Engineering	White, file shelving cabinet	Office of the President	1 year	NA
97	PM-OOP-01	FM-OOP-01	Memo No. 166: Ms. Marwen A. Castañeda, Designation as University Registrar	White, file shelving cabinet	Office of the President	1 year	NA

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.

98	PM-OOP-01	FM-OOP-01	Memo No. 165: Mr. Jed Asaph D. Cortes, Designation as Head, Printing Press and Multimedia Development Center (MMDC)	White, file shelving cabinet	Office of the President	1 year	NA
99	PM-OOP-01	FM-OOP-01	Memo No. 164: Dr. Deejay M. Lumanao, Designation as Head, Online Programs Office	White, file shelving cabinet	Office of the President	1 year	NA
100	PM-OOP-01	FM-OOP-01	Memo No. 163: Dr. Nancy D. Abunda, Designation as Head, Instructional Materials Development	White, file shelving cabinet	Office of the President	1 year	NA
101	PM-OOP-01	FM-OOP-01	Memo No. 162: Dr. Ma. Rachel Kim L. Aure, Designation as Director for Instruction and Evaluation	White, file shelving cabinet	Office of the President	1 year	NA
102	PM-OOP-01	FM-OOP-01	Memo No. 161: Dr. Editha G. Cagasan, Designation as Director for Quality Assurance	White, file shelving cabinet	Office of the President	1 year	NA
103	PM-OOP-01	FM-OOP-01	Memo No. 160: Dr. Ulderico B. Alviola, Designation as Head of University Integrated Media Center	White, file shelving cabinet	Office of the President	1 year	NA
104	PM-OOP-01	FM-OOP-01	Memo No. 159: Atty. Rysan C. Guinocor, Designation as OIC, Chief Legal Office	White, file shelving cabinet	Office of the President	1 year	NA
105	PM-OOP-01	FM-OOP-01	Memo No. 158: Dr. Allen Glennie P. Lambert, Designation as OIC Head, Grants Development Office	White, file shelving cabinet	Office of the President	1 year	NA
106	PM-OOP-01	FM-OOP-01	Memo No. 156: Ms. Maria Teresa A. Cruz, Designation as Head for Internal Audit	White, file shelving cabinet	Office of the President	1 year	NA
107	PM-OOP-01	FM-OOP-01	Memo No. 155: Prof. Jude Nonie A. Sales, Designation as Head of the Culture and Arts Center	White, file shelving cabinet	Office of the President	1 year	NA
108	PM-OOP-01	FM-OOP-01	Memo No. 154: Prof. Ma. Aurora Teresita W. Tabada, Designation as Head, Gender Resource Center	White, file shelving cabinet	Office of the President	1 year	NA
109	PM-OOP-01	FM-OOP-01	Memo No. 153: Ms. Mary Ann D. Joya, Designation as Guesthouse Caretaker, VSU Manila Office	White, file shelving cabinet	Office of the President	1 year	NA
110	PM-OOP-01	FM-OOP-01	Memo No. 152: Dr. Guiraldo C. Fernandez, Jr. Designation as BOR and University Secretary	White, file shelving cabinet	Office of the President	1 year	NA

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.

111	PM-OOP-01	FM-OOP-01	Memo No. 151: Dr. Allen Glennie P. Lambert, Designation as Executive Secretary	White, file shelving cabinet	Office of the President	1 year	NA
112	PM-OOP-01	FM-OOP-01	Memo No. 149: Dr. Santiago T. Peña, Jr., Designation as Dean, College of Veterinary Medicine	White, file shelving cabinet	Office of the President	1 year	NA
113	PM-OOP-01	FM-OOP-01	Memo No. 147: Dr. Bayron D. Barredo, Designation as Dean, College of Education	White, file shelving cabinet	Office of the President	1 year	NA
114	PM-OOP-01	FM-OOP-01	Memo No. 146: Dr. Moises Neil V. Seriño, Designation as Dean, College of Management and Economics	White, file shelving cabinet	Office of the President	1 year	NA
115	PM-OOP-01	FM-OOP-01	Memo No. 145: Dr. Dennis P. Peque, Designation as Dean, College of Forestry and Environmental Science (CFES)	White, file shelving cabinet	Office of the President	1 year	NA
116	PM-OOP-01	FM-OOP-01	Memo No. 144: Dr. Victor B. Asio, Designation as Dean, College of Agriculture and Food Science (CAFS)	White, file shelving cabinet	Office of the President	1 year	NA
117	PM-OOP-01	FM-OOP-01	Memo No. 143: Dr. Anabelle B. Tulin, Designation as Dean of Graduate School	White, file shelving cabinet	Office of the President	1 year	NA
118	PM-OOP-01	FM-OOP-01	Memo No. 141: Dr. Luzviminda A. Tajos, Designation as Chancellor of VSU Isabel	White, file shelving cabinet	Office of the President	1 year	NA
119	PM-OOP-01	FM-OOP-01	Memo No. 140: Dr. Quenstein D. Lauzon, Designation as Chancellor of VSU Tolosa	White, file shelving cabinet	Office of the President	1 year	NA
120	PM-OOP-01	FM-OOP-01	Memo No. 139: Dr. Maria Jehan P. Libre, Designation as Chancellor of VSU Villaba	White, file shelving cabinet	Office of the President	1 year	NA
121	PM-OOP-01	FM-OOP-01	Memo No. 138: Dr. Maria Juliet C. Ceniza, Designation as Vice President for Research, Extension and Innovation	White, file shelving cabinet	Office of the President	1 year	NA
122	PM-OOP-01	FM-OOP-01	Memo No. 137: Dr. Aleli A. Villocino, Designation as Vice President for Student Affairs and Services	White, file shelving cabinet	Office of the President	1 year	NA
123	PM-OOP-01	FM-OOP-01	Memo No. 136: Dr. Daniel Leslie S. Tan, Designation as Vice President for Administration and Finance	White, file shelving cabinet	Office of the President	1 year	NA

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.

124	PM-OOP-01	FM-OOP-01	Memo No. 135: Dr. Beatriz S. Belonias, Designation as Vice President for Academic Affairs	White, file shelving cabinet	Office of the President	1 year	NA
125	PM-OOP-01	FM-OOP-01	Memo No. 46: Dr. Michelle C. Tolibas, Designation as Dean, College of Nursing	White, file shelving cabinet	Office of the President	1 year	NA
126	PM-OOP-01	FM-OOP-01	Memo No. 32: Dr. Editha G. Cagasan, Designation as Assistant Quality Management Representative	White, file shelving cabinet	Office of the President	1 year	NA
127	PM-OOP-01	FM-OOP-01	Memo No. 31: Dr. Aleli A. Villocino, Designation as Quality Management Representative (QMR)	White, file shelving cabinet	Office of the President	1 year	NA
128	PM-OOP-01	FM-OOP-01	Memo No. 28: Dr. Luz O. Moreno, Designation as Lead Internal Quality Auditor	White, file shelving cabinet	Office of the President	1 year	NA
129	PM-OOP-01	FM-OOP-01	Memo No. 13: Dr. Daniel Leslie S. Tan, Designation as Officer-in-Charge, Visayas State University	White, file shelving cabinet	Office of the President	1 year	NA
130	PM-OOP-01	FM-OOP-01	Memo No. 10: Engr. John Allan A. Gulles, Designation as Head, Instrumentation & Laboratory Equipment	White, file shelving cabinet	Office of the President	1 year	NA
131	PM-OOP-01	FM-OOP-01	Memo No. 08: All concerned, Designation as Deputy Risk Manager	White, file shelving cabinet	Office of the President	1 year	NA
132	PM-OOP-01	FM-OOP-01	Memo No. 07: All Process Owners and Co-process Owners, Preparation for the 5 th Management Review	White, file shelving cabinet	Office of the President	1 year	NA
OP MEMO CIRCULAR							
1	PM-OOP-01	FM-OOP-02	Memo Circular No. 149: Submission of the 2022 Annual Accomplishment Report	White, file shelving cabinet	Office of the President	1 year	NA
2	PM-OOP-01	FM-OOP-02	Memo Circular No. 58: Establishment of a Campus-Based Alumni Chapter	White, file shelving cabinet	Office of the President	1 year	NA
3	PM-OOP-01	FM-OOP-02	Memo Circular No. 57: 2023 National Women's Month Celebration (NWM) Closing Program	White, file shelving cabinet	Office of the President	1 year	NA
4	PM-OOP-01	FM-OOP-	Memo Circular No. 44: Submission of	White, file	Office of the	1 year	NA

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.

		02	Course Syllabi	shelving cabinet	President		
5	PM-OOP-01	FM-OOP-02	Memo Circular No. 42: 2023 National Women's Month Celebration (NWM)	White, file shelving cabinet	Office of the President	1 year	NA
6	PM-OOP-01	FM-OOP-02	Memo Circular No. 38: Implementation of the Revised VSU Organizational Structure	White, file shelving cabinet	Office of the President	1 year	NA
7	PM-OOP-01	FM-OOP-02	Memo Circular No. 37: Extension of duty until 6:00pm on February 27, 2023	White, file shelving cabinet	Office of the President	1 year	NA
8	PM-OOP-01	FM-OOP-02	Memo Circular No. 32: "Alay Linis"	White, file shelving cabinet	Office of the President	1 year	NA
9	PM-OOP-01	FM-OOP-02	Memo Circular No. 28: ISO 9001: 2015 Awareness Seminar	White, file shelving cabinet	Office of the President	1 year	NA
10	PM-OOP-01	FM-OOP-02	Memo Circular No. 27: Final Schedule of the Virtual Orientation on the VSU Brand Book & Centennial Branding	White, file shelving cabinet	Office of the President	1 year	NA
11	PM-OOP-01	FM-OOP-02	Memo Circular No. 19: Call for Nomination for the VSU Awards	White, file shelving cabinet	Office of the President	1 year	NA
12	PM-OOP-01	FM-OOP-02	Memo Circular No. 15: "Alay Linis"	White, file shelving cabinet	Office of the President	1 year	NA
13	PM-OOP-01	FM-OOP-02	Memo Circular No. 08: Suspension of Classes in All Levels at the VSU Main Campus	White, file shelving cabinet	Office of the President	1 year	NA
14	PM-OOP-01	FM-OOP-02	Memo Circular No 04: Virtual Orientation-Workshop on New Communication Platforms for VSU employees	White, file shelving cabinet	Office of the President	1 year	NA
MEMORANDA (Other Offices)							
1		FM-VSU-02	Memo No. 1: Flag Raising Ceremony every Monday	White, file shelving cabinet	OVPREI	2 years	NA
MEMO CIRCULAR (Other Offices)							

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.

1	NA	FM-VSU-02	Memo Circular No. 7: Monetization of Leave (MLC) for CY 2023	White, file shelving cabinet	OVPAF	1 year	NA
2	NA	FM-VSU-02	Memo Circular No. 06: Start of the Second Semester 2022-2023	White, file shelving cabinet	OVPAF	1 year	NA
3	NA	FM-VSU-02	Memo Circular No. 2: All concerned Employee, Updates on Withholding Income Tax Computation	White, file shelving cabinet	OVPAF	1 year	NA
4	NA	FM-VSU-02	Memo Circular No. 1: All individual under Job Order or Service Contract Agreement (Job Order Workers, Part Time Instructors and other Non-Regular Professionals still rendering services to VSU), Submission of Income Payee's Sworn Declaration of Gross Receipts/Sales	White, file shelving cabinet	OVPAF	2 years	NA
IN-COMING COMMUNICATION							
1	NA	FM-VSU-03	March 27, 2023: Marciana B. Galambao, Affiliate Faculty, Soil Science, requests that the class be allowed to visit the vermi-composting and Indigenous microorganisms facility and the demo farm of the Eco-FARMI on March 29, 2023.	White, file shelving cabinet	DSS	1 year	NA
2	NA	FM-VSU-03	March 23, 2023: Mr. Jimmy O Pogosa, Project Leader, ITEEM, requests Mr. Gelberto Valdevieso to drive the Mitsubishi Center on March 23, 28, and April 2, 2023, to Brgy. New Taligue, Abuyog Leyte.	White, file shelving cabinet	ITEEM	1 year	NA
3	NA	FM-VSU-10	March 17, 2023: Excerpt from the Approved Minutes of the Non-Academic Personnel Board Meeting, Final comparative Assessment of Administrative Aide VI (Clerk III) OHRA, was presented and deliberated	White, file shelving cabinet	RSPPRO	1 year	NA
4	NA	FM-VSU-03	March 15, 2023: Tier 2 MOOE Budget for CY 2024	White, file shelving cabinet	OVPREI	1 year	NA

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.

5	NA	FM-VSU-03	March 14, 2023: Mr. Jimmy O. Pogosa, Project Leader, ITEEM, requests Mr. Gelberto P. Valdevieso to drive the Mitsubishi Canter on March 15, 17, and 19, 2023, to Brgy. New Taligue, Abuyog Leyte.	White, file shelving cabinet	ITEEM	1 year	NA
6	NA	FM-VSU-03	March 14, 2023: Dr. DeeJay M. Lumanao, Study Leader, DSS, requests the availability of Mr. Gelberto P. Valdevieso to be the driver on March 21, 2023 at Brgy. Cabintan, Ormoc City	White, file shelving cabinet	DSS	1 year	NA
7	NA	FM-VSU-03	March 13, 2023: Weekly Incident Report	White, file shelving cabinet	Office of the Chief Legal Officer	1 year	NA
8	NA		March 8, 2023: Northwest Samar State University requests a meeting on March 29, 2023, at 10:00am to further discuss the goals and strategies and possible forging of Memorandum of Understanding (MOU)	White, file shelving cabinet	NWSSU	1 year	NA
9	NA	FM-VSU-03	March 7, 2023: Manuel D. Gacutan, Jr., Head, DAS-CAFS, requests to use the Eco-FARMI Conference Hall as the venue for the lecture presentation on March 9, 2023 (Thursday) at 10:00 to 11:30am	White, file shelving cabinet	DAS	1 year	NA
10	NA	FM-VSU-05	March 6, 2023: Notice of Meeting: General Assembly Meeting	White, file shelving cabinet	VSU Faculty Association	1 year	NA
11	NA		March 1, 2023: Loreto T. Porcari, Jr., asks approval for the use of the Eco-FARMI Training Hall on March 2, 2023 at 8:00 am	White, file shelving cabinet	CAFS	1 year	NA
12	NA	FM-VSU-03	February 28, 2023: Celestial A. Manigo, Head, GISSU, writing to request permission to use the Research Laboratory Room situated on the first floor of the Eco-FARMI building as the official office of the Geographic Information System Services Unit (GISSU)	White, file shelving cabinet	GISSU	1 year	NA

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.

13	NA	FM-VSU-03	February 27, 2023: Shalom Grace C. Sugano, Dean, College of Education, asks your kind office to accommodate our Senior High School Grade 12 Technology-Vocational Livelihood – Crop and Animal Production (TVL CAP) students to do work Immersion in their related chosen profession for 80 hours	White, file shelving cabinet	VSUIHS / COE	1 year	NA
14	NA	FM-VSU-03	February 23, 2023: Mary Rhona D. Sumaya, Student Researcher, BSA, asks to approve request to use the feed pelletizing machine.	White, file shelving cabinet	DAS	1 year	NA
15	NA	FM-VSU-03	February 9, 2023: Shalom Grace C. Sugano, would like to ask your kind office to accommodate our Senior High School Grade 12 STEM students to do Work Immersion in their related chosen profession for 80 hours	White, file shelving cabinet	VSUIHS / COE	1 year	NA
16	NA	FM-VSU-05	February 6, 2023: Notice of Meeting: Director's Quarterly Meeting	White, file shelving cabinet	OVPREI	1 year	NA
17	NA		2023 Compensatory Day Off of Academic Faculty on V/S Leave Status	White, file shelving cabinet	OVPA	1 year	NA
18	NA		January 25, 2023: Excerpt from the Approved Minutes of the 108 th VSU Board of Regents Meeting, 5-year Faculty Development Plans	White, file shelving cabinet	Office of the Board Secretary	2 years	NA
19	NA	FM-VSU-03	January 17, 2023: Suzzette B. Lina, Head, DSS, request your good office to have Mr. Gelberto P. Valdevieso, Eco-FARMI Driver as our driver for tomorrow	White, file shelving cabinet	DSS	1 year	NA
OUT-GOING COMMUNICATION							
1	NA	FM-VSU-03	March 30, 2023: ICT Resource Requirements	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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.

2	NA	FM-VSU-04	March 29, 2023: Certification, Mr. Wendell L. Ultra, extension coordinator from Northwest Samar State University, was at the Ecological Farm Resources and Management Institute (ECO-FARMI) on March 29, 2023, for a consultation with the Eco-FARMI staff about a possible collaboration on a vermicomposting project	White, file shelving cabinet	Eco-FARMI	1 Year	NA
3	NA	FM-VSU-04	March 29, 2023: Certification, Ms. Sance J. Secondez, extension coordinator from Northwest Samar State University, was at the Ecological Farm Resources and Management Institute (ECO-FARMI) on March 29, 2023, for a consultation with the Eco-FARMI staff about a possible collaboration on a vermicomposting project	White, file shelving cabinet	Eco-FARMI	1 Year	NA
4	NA	FM-VSU-03	March 20, 2023: Request a change in the name of our Institute as reflected in the Revised VSU Organizational Structure from Ecological Farm Resources and Management Institute to Eco-FARM and Resource Management Institute (Eco-FARMI)	White, file shelving cabinet	Eco-FARMI	2 Year	NA
5	NA	FM-VSU-03	March 20, 2023: To Engr. Jinky F. Lumbré, Unsuccessful job application to the position of Associate Professor IV	White, file shelving cabinet	Eco-FARMI	1 Year	NA
6	NA	FM-VSU-03	March 20, 2023: To Engr. Jackson A. Bellen, Unsuccessful job application to the position of Associate Professor IV	White, file shelving cabinet	Eco-FARMI	1 Year	NA
7	NA	FM-VSU-03	March 17, 2023: Transmittal, submission of the Sworn Statement of Assets, Liabilities and Net worth (SALN) for the year of the following faculty and Staff: Arribado, Jerome Lusanta, Dhenber C. Macapanas, Reynante G.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
8	NA	FM-VSU-03	March 16, 2023: Relodging the application letter to express my keen interest in occupying VSU Apartment – Dhenber C.	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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.

			Lusanta				
9	NA	FM-VSU-04	March 16, 2023: Certification, there is an unforeseen contingency requiring the immediate purchase of the bearing parts for the repair of the ECO-FARMI Ford vehicle on January 22, 2023, due to the following reason, Immediate repair of the Ford vehicle for various training uses by the Institue	White, file shelving cabinet	Eco-FARMI	1 Year	NA
10	NA	FM-VSU-04	March 14, 2023: Certification, Ms. Maria Katrina P. Largo, Agriculturist II of the City Agriculture Office – Baybay was at the Eco-Farm and Resource management Institute (Eco-FARMI) on March 14, 2023, for a consultation with the Eco-FARMI staff for any possible training collaboration	White, file shelving cabinet	Eco-FARMI	1 Year	NA
11	NA	FM-VSU-03	March 14, 2023: Odelo B. Baldos, Request for a cash advance in the amount of Five Thousand Pesos only charged to EFARMI.A.III.C.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
12	NA	FM-VSU-03	March 14, 2023: Jerome O. Arribado, Request for a cash advance in the amount of Five Thousand Pesos only charged to EFS.0721-0722.01	White, file shelving cabinet	Eco-FARMI	1 Year	NA
13	NA	FM-VSU-03	March 14, 2023: Dhenber C. Lusanta, Request for a cash advance in the amount of Five Thousand Pesos only charged to EFARMI.TP.UF.009	White, file shelving cabinet	Eco-FARMI	1 Year	NA
14	NA	FM-VSU-03	March 13, 2023: To Dir. Andrew Rodolfo T. Orais, we would like to invite you to a meeting on March 24, 2023, at OVPREI White House, VSU, Baybay City, Leyte at 9:00 am to discuss matters regarding Policy Recommendation on the GAP implementation in the Region	White, file shelving cabinet	Eco-FARMI	1 Year	NA
15	NA	FM-VSU-03	March 13, 2023: To Mr. Francis Salvador B. Costas, we would like to invite you to a meeting on March 24, 2023, at OVPREI White House, VSU, Baybay City, Leyte at	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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.

			9:00 am to discuss matters regarding Policy Recommendation on the GAP implementation in the Region				
16	NA	FM-VSU-03	March 13, 2023: To Dir. Gerald Glenn F. Panganiban, we would like to invite you to a meeting on March 24, 2023, at OVPREI White House, VSU, Baybay City, Leyte at 9:00 am to discuss matters regarding Policy Recommendation on the GAP implementation in the Region	White, file shelving cabinet	Eco-FARMI	1 Year	NA
17	NA	FM-VSU-03	March 13, 2023: To Ms. Hazel Grace T. Taganas, we would like to invite you to a meeting on March 24, 2023, at OVPREI White House, VSU, Baybay City, Leyte at 9:00 am to discuss matters regarding Policy Recommendation on the GAP implementation in the Region	White, file shelving cabinet	Eco-FARMI	1 Year	NA
18	NA	FM-VSU-03	March 13, 2023: To Hon. Lucy Marie Torres-Gomez, we would like to invite you to a meeting on March 24, 2023, at OVPREI White House, VSU, Baybay City, Leyte at 9:00 am to discuss matters regarding Policy Recommendation on the GAP implementation in the Region	White, file shelving cabinet	Eco-FARMI	1 Year	NA
19	NA	FM-VSU-03	March 13, 2023: To Hon. Ronaldo T. Lleve, we would like to invite you to a meeting on March 24, 2023, at OVPREI White House, VSU, Baybay City, Leyte at 9:00 am to discuss matters regarding Policy Recommendation on the GAP implementation in the Region	White, file shelving cabinet	Eco-FARMI	1 Year	NA
20	NA	FM-VSU-04	February 28, 2023: Certification, Mr. Gelberto P. Valdevieso, a driver in Eco-FARMI, performed service on January 18, 2023, and was paid the amount of six hundred pesos (P600.00) as payment for his per diem and incidental allowance for the travel to Barangay Cabintan, Ormoc City, Leyte.	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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.

21	NA	FM-VSU-03	February 27, 2023: Recommend the appointment of Mr. Dhenber C. Lusanta as Officer-in-Charge of the Ecological Farm and Resource Management Institute on March 2-4, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
22	NA	FM-VSU-03	February 17, 2023: Request the following farmers to enter the Visayas State University (VSU) on February 18, 2023.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
23	NA	FM-VSU-03	February 15, 2023: I would like to authorize Asst. Prof. Zyra May H. Centino to act as the Course-in-Charge on my behalf – Fe M. Gabunada	White, file shelving cabinet	Eco-FARMI	1 Year	NA
24	NA	FM-VSU-03	February 9, 2023: To freely ask and avail Tilapia Fingerlings	White, file shelving cabinet	Eco-FARMI	1 Year	NA
25	NA	FM-VSU-03	January 31, 2023: Transmittal, submission of Certificate of Compensation Payment/Tax Withheld (BIR Form No. 2316) documents for the year 2022 of the following faculty and staff.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
26	NA	FM-VSU-03	January 24, 2023: Hereby authorize Mr./Ms. Jonel H. Ababat to act on behalf to get the BIR Form 2316 – Certificate of Compensation Payment/Tax withheld from your office.	White, file shelving cabinet	Eco-FARMI	1 Year	NA
27	NA	FM-VSU-03	January 23, 2023: Transmittal, "Income Payee's sworn Declaration of Gross Receipts and Sales" for the current year of the 2023 Job Order worker of the Ecological Farm and Resource Management Institute (Eco-FARMI)	White, file shelving cabinet	Eco-FARMI	1 Year	NA
28	NA	FM-VSU-03	January 18, 2023: Recommend the appointment of Mr. Dhenber C. Lusanta as Officer-in-Charge of the Eco-FARMI on March 30-31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
29	NA	FM-VSU-03	January 18, 2023: Recommend the appointment of Mr. Jerome O. Arribado as Officer-in-Charge of the Eco-FARMI on February 11-26, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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.

30	NA	FM-VSU-03	January 16, 2023: Transmittal, "Income Payee's sworn Declaration of Gross Receipts and Sales" for the current year of the 2023 Job Order worker of the Ecological Farm and Resource Management Institute (Eco-FARMI)	White, file shelving cabinet	Eco-FARMI	1 Year	NA
31	NA	FM-VSU-03	January 3, 2023: Recommend the designation of Vanessa May Milan as dDRC and Jonel H. Ababat as AdDRC	White, file shelving cabinet	Eco-FARMI	1 Year	NA
PROJECT APPOINTMENT							
1	NA	FM-VSU-03	Recommendation of Appointment of Dr. Romel B. Armecin as Project Leader of the VSU funded Research Project entitled: "Assessment of Climate-Smart Farming Schemes in Hilly Upland Areas"	White, file shelving cabinet	Eco-FARMI	1 Year	NA
2	NA	FM-OOP-05	Appointment of Dr. Romel B. Armecin as Project Leader of the VSU funded Research Project entitled: "Assessment of Climate-Smart Farming Schemes in Hilly Upland Areas"	White, file shelving cabinet	Eco-FARMI	1 Year	NA
3	NA	FM-VSU-03	Recommendation of Appointment of Mr. Dhenber C. Lusanta, as Research Coordinator of the Ecological Farm and Resource Management Institute (Eco-FARMI) effective January 1, 2023 to December 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
4	NA	FM-OOP-05	Appointment of Mr. Dhenber C. Lusanta, as Research Coordinator of the Ecological Farm and Resource Management Institute (Eco-FARMI) effective January 1, 2023 to December 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
5	NA	FM-VSU-03	Recommendation of Appointment of Ms. Hadasha N. Bongat as Project Staff of the ACIAR-Funded R&D Project entitled "Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines" effective January 01, 2023 to July 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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.

6	NA	FM-OOP-05	Appointment of Ms. Hadasha N. Bongat as Project Staff of the ACIAR-Funded R&D Project entitled “Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines” effective January 01, 2023 to July 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
7	NA	FM-VSU-03	Recommendation of Appointment of Ms. Gracielle Gamotin as Project Staff of the ACIAR- Funded R&D Project entitled “Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines” effective January 01, 2023 to July 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
8	NA	FM-OOP-05	Appointment of Ms. Gracielle Gamotin as Project Staff of the ACIAR- Funded R&D Project entitled “Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines” effective January 01, 2023 to July 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
9	NA	FM-VSU-03	Recommendation of Appointment of Mr. Gideon Niel D. Tan as Project Staff of the ACIAR- Funded R&D Project entitled “Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines” effective January 01, 2023 to July 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
10	NA	FM-OOP-05	Appointment Mr. Gideon Niel D. Tan as Project Staff of the ACIAR- Funded R&D Project entitled “Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines” effective January 01, 2023 to July 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
11	NA	FM-VSU-03	Recommendation of Appointment of Mr. Dhenber C. Lusanta as Project Leader of the Component Project entitled “Capability Building and Provision of Technical	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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.

			Assistance on Organic Farming” effective January 3, 2023 to December 31, 2023				
12	NA	FM-OOP-05	Appointment of Mr. Dhenber C. Lusanta as Project Leader of the Component Project entitled “Capability Building and Provision of Technical Assistance on Organic Farming” effective January 3, 2023 to December 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
13	NA	FM-VSU-03	Recommendation of Appointment of Mr. Dhenber C. Lusanta as Project Leader of the component project entitled “Improvement of FAITH-based Ecological Farm in Matag-ob and Merida, Leyte” effective January 3, 2023 to December 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
14	NA	FM-OOP-05	Appointment of Mr. Dhenber C. Lusanta as Project Leader of the component project entitled “Improvement of FAITH-based Ecological Farm in Matag-ob and Merida, Leyte” effective January 3, 2023 to December 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
15	NA	FM-VSU-03	Recommendation of Appointment of Mr. Jerome O. Arribado as Project Leader of the Component Project entitled “Enhancement of the Ecological Demonstration Farm for the Readiness as NC II in Organic Production as Assessment Center effective January 3, 2023 to December 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
16	NA	FM-OOP-05	Appointment of Mr. Jerome O. Arribado as Project Leader of the Component Project entitled “Enhancement of the Ecological Demonstration Farm for the Readiness as NC II in Organic Production as Assessment Center effective January 3, 2023 to December 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
17	NA	FM-VSU-03	Recommendation of Appointment of Mr. Jerome O. Arribado as Extension Communicator of the Ecological Farm and Resource Management Institute (Eco-FARMI) effective January 1, 2023 to	White, file shelving cabinet	Eco-FARMI	1 Year	NA

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.

			December 31, 2023				
18	NA	FM-OOP-05	Appointment of Mr. Jerome O. Arribado as Extension Communicator of the Ecological Farm and Resource Management Institute (Eco-FARMI) effective January 1, 2023 to December 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
19	NA	FM-VSU-03	Recommendation of Appointment of Mr. dhenber C. Lusanta as Project Leader of the ACIAR-Funded R&D Project entitled "Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines" effective January 1, 2023 to July 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA
20	NA	FM-OOP-05	Appointment of Mr. dhenber C. Lusanta as Project Leader of the ACIAR-Funded R&D Project entitled "Agritourism Farms as Conduit of the Adoption of Good Agricultural Practices (GAP) in Eastern Visayas, Philippines" effective January 1, 2023 to July 31, 2023	White, file shelving cabinet	Eco-FARMI	1 Year	NA

Prepared/Submitted by:

VANESSA MAY B. MILAN

Deputy Document and Records Controller /Date

Noted by:

JEROME O. ARRIBADO

Head of Office/ Date

Reviewed by:

ELMERA Y. BAÑOC

College dDRC / VP dDRC

Date:

Received and Reviewed by:

PAMELA P. ORAÑO

University Document and Records Controller

Date

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.