



**QUALITY RECORDS MATRIX**

**Record Year: 2022**

**Updated as of: March 31,  
2022**

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	N/A	FM-VSU-10	Excerpt from the approved minutes of the Non-Academic Personnel Board Meeting; date January 7, 2022	Steel Cabinet	RSPPRO	N/A	N/A
2	N/A	FM-VSU-03	Income Payee's Sworn Declaration of Gross Receipt/Sales 2022 of Preilly P. Aguilar; date prepared January 13, 2022	Steel Cabinet	ATR	Permanent	N/A
3	PM-LEG-01	FM-LEG-03	Contract of Service (Job Order) January - June 2021 - Preilly P. Aguilar date notarized January 25, 2022	Steel Cabinet	ATR	5 years	N/A
4	PM-REI-04	FM-REI-12	ATR Annual Report 2021; date prepared January 28, 2022	Steel Cabinet	ATR	Permanent	N/A
5	N/A	FM-VSU-13	Accomplishment report January 1-31 (Preilly Aguilar) date prepared January 31, 2022	Steel Cabinet	ATR	2 years	N/A
6	N/A	FM-VSU-13	Accomplishment report February 1-15 (Preilly Aguilar) date prepared February 10, 2022	Steel Cabinet	ATR	2 years	N/A
7	N/A	FM-VSU-03	Appointment of Dr. Henry Y. Goltiano as Managing Editor date prepared February 15, 2022	Steel Cabinet	ATR	Permanent	N/A
8	N/A	FM-VSU-03	Appointment of Ms. Janet M. Modina as Language Editor date prepared February 15, 2022	Steel Cabinet	ATR	Permanent	N/A
9	N/A	FM-VSU-03	Appointment of Ms. Rhodora A. Bande as Language Editor date prepared February 15, 2022	Steel Cabinet	ATR	Permanent	N/A
10	N/A	FM-VSU-03	Appointment of Dr. Beatriz S. Belonias as Associate Editor date prepared February 15, 2022	Steel Cabinet	ATR	Permanent	N/A
11	N/A	FM-VSU-03	Appointment of Dr. Rotacio S. Gravoso as Associate Editor date prepared February 15, 2022	Steel Cabinet	ATR	Permanent	N/A

**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.