



**EASTERN VISAYAS
BIOTECH CENTER**

QUALITY RECORDS MATRIX

		Record Year: 2024 - 1st Quarter (January 1, 2024- February 8, 2024)			Updated as of : Feb. 8, 2024	
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD ACTIVE INACTIVE
1	PM-OOP-01	FM-OOP-01	Memorandum	Filer A	Office of the President	Permanent Permanent
2	PM-OOP-01	FM-OOP-02	Memorandum Circular	Filer A	Office of the President	Permanent Permanent
3	Not Applicable	FM-VSU-03	Communication	Filer A	Office of the Director for Quality Assurance	Not applicable
4	Not Applicable	FM-OBS-03	BOR Resolution	Filer A	Office of the Board Secretary	Not Applicable
5	PM-QAC-08	FM-QAC-14	Quality Records Matrix	Filer A	Office of the Director for Quality Assurance	Permanent Permanent
6	PM-QAC-10	FM-QAC-35	Corrective Action Report	Filer A	Office of the Director for Quality Assurance	Permanent Permanent
7	Not Applicable	FM-PPO-02	Masterlist of Laboratory Instrument and Equipment	Filer A	Office of the Director for Physical Plant	Permanent Permanent