



QUALITY RECORDS MATRIX

Record Year: 2021

Updated as of :
DECEMBER 31, 2021

#	MOTHER PROCEDURE	FORM Doc. Ref. NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1.	PM-PPO-03 Request to Use University Utilities and Equipment Maintenance	FM-PPO-14	Trip Ticket_ Hilux_ Nursery site visit, planting site survey and project meeting with local project management team, Dec. 28, 2021	CABINET, 4 th Layer- Shelf 04 Data filer #13	PPO	Permanent	N/A
2.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-02	OP Memo Circular No. 136 series of 2021 re Suspension of Final Examination and Submission of Student Outputs	CABINET, 3 rd Layer- Shelf 11, Data filer #39	OP	Permanent	N/A
3.	PM-PPO-03 Request to Use University Utilities and Equipment Maintenance	FM-PPO-14	Trip Ticket_ Hilux_ Padyak Caravan Region VII fun ride Dec. 4, 2021	CABINET, 4 th Layer- Shelf 04 Data filer #13	PPO	Permanent	N/A
4.	N/A	FM-VSU-03	ODR –Communication – DOST Call for 2022 Conference	CABINET, 4 th Layer- Shelf 12, Data filer #43	ODR	1 year	N/A
5.	N/A	FM-VSU-02	OHCPDE Memorandum Circular No. 03 Series 2021 Continuing Professional Development (CDP) Training for Foresters	CABINET, 4 th Layer- Shelf 12, Data filer #43	OHCPDE	1 year	N/A
6.	PM-OOP-01 Issuance of Directive, Communications & Certificates	FM-OOP-01	OP Memorandum # 719, series of 2021 re Designation as Disbursing Officer, VSU-Alangalang Campus	CABINET, 3 rd Layer- Shelf 11, Data filer	OP	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.