

**QUALITY RECORDS MATRIX**

Record Year: 2025

 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. 278: Schedule of the Annual and Entrance Medical Examination	White, file shelving cabinet	Office of the President	1 Year	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 271: Ms. Riclyn M. Argallon, Designation as Deputy Document and Records Controller	White, file shelving cabinet	Office of the President	1 Year	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 262: Ms. Ma. Theresa A. Arcelo, Designation as Alternate Deputy Document and Records Controllers	White, file shelving cabinet	Office of the President	1 Year	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 06: Handling of Official Receipts and Cash Transactions	White, file shelving cabinet	Office of the President	1 Year	NA
OP MEMO CIRCULAR							
1	PM-OOP-01	FM-OOP-02	Memo Circular No. 102: Attendance on the Re-orientation of Guideline ad Procedure on Processes/Services of the Offices under Administrative Services (AS)	White, file shelving cabinet	Office of the President	2 Years	NA
2	PM-OOP-01	FM-OOP-02	Memo Circular No. 101: L&D Activity on Self-Empowerment entitled "Yung Sumaksas Kal: Toolkits for Flourishing" and Culmination Activity of the 2025 National Women's Month Celebration (NWM)	White, file shelving cabinet	Office of the President	2 Years	NA


**ECO-FARM AND RESOURCE MANAGEMENT INSTITUTE**

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