



QUALITY RECORDS MATRIX

Record Year:						Updated as of : Sept. 4, 2025	
#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 186 Series of 2025 dated June 30, 2025 re: Submission of OPCR, DPCR, UPCR and IPCR with Actual Accomplishments, Necessary Means of Verifications or Evidences....	Data Filer	OP, VSU	Permanent	Permanent
2	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 184 Series of 2025 dated June 25, 2025 re: Invitation/First User Training Webinar: Getting Started with JoVE at Visayas State University	Date Filer	OP, VSU	Permanent	Permanent
3	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 183 Series of 2025 dated June 24, 2025 re: Calibration of OPCR, DPCR, and UPCR Target and their Ratings	Data Filer	OP, VSU	Permanent	Permanent
4	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 176 Series of 2025 dated June 13, 2025 re: Guidelines on the Submission and Binding of Theses, Dissertations, Manuscripts, Capton Project and Case Studies, AY 2024-2025	Data Filer	OP, VSU	Permanent	Permanent
5	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 175 Series of 2025 dated June 13, 2025 re: Extension of Deadline for Submitting Academic Requirements for Graduation	Data Filer	OP, VSU	Permanent	Permanent
6	PM-OOP-01	FM-OOP-02	OP Memo Circular No. 174 Series of 2025 dated June 9, 2025 re: Supplemental Memorandum of the OP MC No. 144 re Conduct of Commencement Exercises	Data Filer	OP, VSU	Permanent	Permanent

