



QUALITY RECORDS MATRIX

**Department/Unit: CULTURE AND THE ARTS
CENTER**

**Record
Year: 2019-2020**

Updated as of : December 31, 2020

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
1	PM-CAC-01 Execution of Programs of the Culture and the Arts Program		Request/ Reservation Forms	Display Cabinet, Data Filer #3	CAC	2 years after acted upon	
2		FM-CAC-01	Financial Assistance	Display Cabinet, Data Filer #4	CAC	1 year	
3		FM-OOP-02	OP Memorandum Circular	Display Cabinet, Data Filer #1	OP	Permanent	
4		FM-OOP-01	OP Memorandum	Display Cabinet, Data Filer #1	OP	Permanent	
5		FM-QAC-05	Minutes of Meeting	Display Cabinet, Data Filer #2	CAC	1 year	
6		FM-OOP-05	Communications	Display Cabinet Data Filer #1	OP	Permanent	
7		FM-QAC-29	Attendance Sheet	Display Cabinet,	CAC	1 year	

Vision:

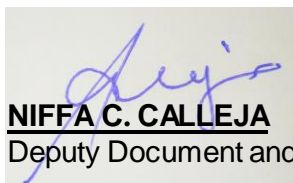
A globally competitive university for science, technology, and environmental conservation.

Mission:

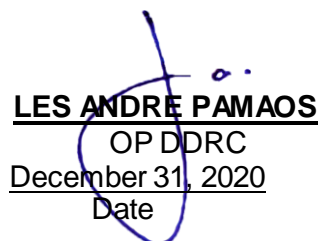
Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

				Data Filer #2			
8		FM-QAC-30	Notice of Meeting	Display Cabinet, Data Filer 2	CAC	1 year	
9			Project Procurement Management Plan (PPMP)	Display Cabinet, Data Filer #5	CAC	3 years	
10			Personnel Folders (201 Files)-	Display Cabinet, Data Filer #5	CAC	5 years	10 years
11		FM-VSU-13	Accomplishment Report - CAC	Display Cabinet, Data Filer 3	CAC	2 years	


Prepared/Submitted by:


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Reviewed by:


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 OP DDRC
December 31, 2020
 Date

Reviewed and Approved by:


PAMELA P. ORAÑO
 PPO-04
 University Document and Records Controller
January 30, 2021
 Date

Vision:
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