



VISAYAS
STATE UNIVERSITY



**ECOLOGICAL FARM AND
RESOURCE MANAGEMENT
INSTITUTE**
Visca, Baybay City, Leyte, PHILIPPINES
Telephone: (053) 565 0600; local: 1040
Website: www.vsu.edu.ph

QUALITY RECORDS MATRIX

Record Year: 2021

Updated as of : Oct. 1-Dec. 31,
2021

#	MOTHER PROCEDURE	FORM NO.	RECORD TITLE	LOCATION	ORIGINATOR	RETENTION PERIOD	
						ACTIVE	INACTIVE
OP MEMO							
1	PM-OOP-01	FM-OOP-01	Memo No. 697: Management of Unit-based Social Media Accounts	White, file shelving cabinet	Office of the President	2 years	NA
2	PM-OOP-01	FM-OOP-01	Memo No. 694: Designation as OIC Head, Central Analytical Service Laboratory and Focal Person, Purchase of PNP Regulated Chemicals	White, file shelving cabinet	Office of the President	2 years	NA
3	PM-OOP-01	FM-OOP-01	Memo No. 693: 2022 Teacher's Leave Schedule	White, file shelving cabinet	Office of the President	2 years	NA
4	PM-OOP-01	FM-OOP-01	Memo No. 683: Designation as OIC Head, Central Analytical Service Laboratory and Focal Person, Purchase of PNP Regulated Chemicals	White, file shelving cabinet	Office of the President	2 years	NA
5	PM-OOP-01	FM-OOP-01	Memo No. 682: Releasing of the 3 rd IQA Reports	White, file shelving cabinet	Office of the President	2 years	NA
6	PM-OOP-01	FM-OOP-01	Memo No. 677: Designation as Officer-In-Charge, Visayas State University	White, file shelving cabinet	Office of the President	2 years	NA
7	PM-OOP-01	FM-OOP-01	Memo No. 676: Account Audit and Priority List for Workplace Access	White, file shelving cabinet	Office of the President	2 years	NA
8	PM-OOP-01	FM-OOP-01	Memo No. 670: OIC Head for Planning	White, file shelving cabinet	Office of the President	2 years	NA
9	PM-OOP-01	FM-OOP-01	Memo No. 669: OIC Head for Infrastructure Project Development, Management & Monitoring	White, file shelving cabinet	Office of the President	2 years	NA
10	PM-OOP-01	FM-OOP-01	Memo No. 672: Call for Participants to the Back-to-back Training Workshop on Research Proposal Writing and Scientific Writing	White, file shelving cabinet	Office of the President	2 years	NA
11	PM-OOP-01	FM-OOP-01	Memo No. 650: Designation as OIC, Department of Statistics	White, file shelving cabinet	Office of the President	2 years	NA

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.

12	PM-OOP-01	FM-OOP-01	Memo No. 643: ISO Quality Assurance Coordinator under the Office of the Vice President for Research, Extension and Innovation (OVPREI)	White, file shelving cabinet	Office of the President	2 years	NA
----	-----------	-----------	--	------------------------------	-------------------------	---------	----

OP MEMO CIRCULAR

1	PM-OOP-01	FM-OOP-02	MC No. 136: Suspension of Final Examination and Submission of Student Outputs	White, file shelving cabinet	Office of the President	2 years	NA
2	PM-OOP-01	FM-OOP-02	MC No. 135: Call for Donation for the victims of Typhoon Odette	White, file shelving cabinet	Office of the President	2 years	NA
3	PM-OOP-01	FM-OOP-02	MC No. 134: Extension of Class Suspension, and Clearing and Cleaning Operations in All VSU Campuses with regards to the aftermath of Typhoon Odette	White, file shelving cabinet	Office of the President	2 years	NA
4	PM-OOP-01	FM-OOP-02	MC No. 131: Conduct of Year End Performance Assessment 2021	White, file shelving cabinet	Office of the President	2 years	NA
5	PM-OOP-01	FM-OOP-02	MC No. 130: Employee Satisfaction Survey	White, file shelving cabinet	Office of the President	2 years	NA
6	PM-OOP-01	FM-OOP-02	MC No. 126: Submission of OPCR with Guides	White, file shelving cabinet	Office of the President	2 years	NA
7	PM-OOP-01	FM-OOP-02	MC No. 125: Rerouting of Road Traffic Effective December 1, 2021	White, file shelving cabinet	Office of the President	2 years	NA
8	PM-OOP-01	FM-OOP-02	MC No. 122: Cleaning of Surroundings and Christmas Lighting Ceremony	White, file shelving cabinet	Office of the President	2 years	NA
9	PM-OOP-01	FM-OOP-02	MC No. 121: "Alay Linis"	White, file shelving cabinet	Office of the President	2 years	NA
10	PM-OOP-01	FM-OOP-02	MC No. 119: Center/Department/Unit-based Fitness Coordinators	White, file shelving cabinet	Office of the President	2 years	NA
11	PM-OOP-01	FM-OOP-02	MC No. 118: Submission of IPCR	White, file shelving cabinet	Office of the President	2 years	NA
12	PM-OOP-01	FM-OOP-02	MC No. 117: Monitoring of Accomplishments (Final Schedule)	White, file shelving cabinet	Office of the President	2 years	NA
13	PM-OOP-01	FM-OOP-02	MC No. 116: Closing meeting of the 3 rd Internal Quality Audit	White, file shelving cabinet	Office of the President	2 years	NA
14	PM-OOP-01	FM-OOP-02	MC No. 115: Inventory of Vaccinated and Non-vaccinated Personnel	White, file shelving cabinet	Office of the President	2 years	NA
15	PM-OOP-01	FM-OOP-02	MC No. 114: University-wide Christmas Parol Contest	White, file shelving cabinet	Office of the President	2 years	NA
16	PM-OOP-01	FM-OOP-02	MC No. 113: Suspension of Work and Classes in All Campuses on November 8, 2021 in Commemoration of the Super Typhoon Yolanda Anniversary	White, file shelving cabinet	Office of the President	2 years	NA

17	PM-OOP-01	FM-OOP-02	MC No. 112: Monitoring Accomplishments	White, file shelving cabinet	Office of the President	2 years	NA
18	PM-OOP-01	FM-OOP-02	MC No. 111: Reporting of Employees to Office	White, file shelving cabinet	Office of the President	2 years	NA
19	PM-OOP-01	FM-OOP-02	MC No. 109: Update on OP MC # 101, s. 2021	White, file shelving cabinet	Office of the President	2 years	NA
20	PM-OOP-01	FM-OOP-02	MC No. 108: Updates on Monetization of Leave	White, file shelving cabinet	Office of the President	2 years	NA
21	PM-OOP-01	FM-OOP-01	MC No. 107: Nomination of College/Center/USHER/OUDDRM/ICTMC Risk Managers	White, file shelving cabinet	Office of the President	2 years	NA

MEMO CIRCULAR

1	NA	FM-VSU-02	MC No. 10: November 24, 2021 Document Tracking System of the Management Information System	White, file shelving cabinet	OVPAF	2 Years	NA
2	NA	FM-VSU-02	MC No. 03: November 12, 2021 Continuing Professional Development (CPD) Training for Professional Teachers	White, file shelving cabinet	Office of the Head of the Continuing Professional Development and Education	2 Years	NA
3	NA	FM-VSU-02	MC No. 09: November 11, 2021 COVID-19 Vaccination Tracking of the Management Information System	White, file shelving cabinet	OVPAF	2 Years	NA
4	NA	FM-VSU-02	MC No. 08: November 9, 2021 Pag-IBIG Fund Rental Housing Construction Loan (RHCL) Program	White, file shelving cabinet	OVPAF	2 Years	NA
5	NA	FM-VSU-02	MC No. 05: November 2, 2021 Deadline for Submission of Financial Documents to Budget and Accounting	White, file shelving cabinet	OVPAF	2 Years	NA
6	NA	FM-VSU-02	MC No. 21: October 4, 2021 Submission of Individual Faculty Workload for First Semester, SY 2021-2022	White, file shelving cabinet	Office of the Vice President for Academic Affairs	2 Years	NA
7	NA	FM-VSU-02	MC No. _: October 1, 2021 Extension of the deadline for submission of papers for the 5 th National Conference on Poverty Alleviation and Sustainable Development (PovCon)	White, file shelving cabinet	OVPREI	2 Years	NA

IN-COMING COMMUNICATION

1	NA	FM-VSU-03	December 13, 2021: DOST call for 2022 Conference	White, file shelving cabinet	Office of the Director for Research	2 Years	NA
---	----	-----------	--	------------------------------	-------------------------------------	---------	----

2	NA	FM-VSU-03	Billing Statement for the registration fee of the staff participated the 33 rd Regional RDE Symposium on November 17-18, 2021 via Zoom	White, file shelving cabinet	VICARP	2 Years	NA
3	NA	FM-VSU-03	December 7, 2021: Clarification on the Submission of Semi-Annual and Annual Report	White, file shelving cabinet	Office of the Director for Research	2 Years	NA
4	NA	FM-VSU-10	November 26, 2021: Excerpt on VSFC-AS Minutes of Meeting. Recommendation of the progress report of Ms. Marejen Villaremo which was approved by the University President	White, file shelving cabinet	Office of the Head of LD ³ and HR ⁴ Accreditation	2 Years	NA
5	NA	FM-VSU-03	EVHRDC-ERC Lecture in Health Research	White, file shelving cabinet	Office of the Director for Research	2 Years	NA
6	NA	FM-VSU-03	November 15, 2021: Request to submit the required recommendation for renewal of the concerned casual and contractual employees	White, file shelving cabinet	RSPPRO	2 Years	NA
7	NA	FM-VSU-03	November 10, 2021: Expiration of the appointment of Mr. Jerome O. Arribado	White, file shelving cabinet	RSPPRO	2 Years	NA
8	NA	FM-VSU-03	November 10, 2021: Expiration of the appointment of Mr. Dhenber C. Lusanta	White, file shelving cabinet	RSPPRO	2 Years	NA
9	NA	FM-OOP-05	November 4, 2021: 2021 Christmas Tree & Holy Nativity Lighting Ceremony	White, file shelving cabinet	Office of the President	2 Years	NA
10	NA	FM-VSU-03	List of students who obtained incomplete grades during 1 st Semester Academic year 2020-2021	White, file shelving cabinet	Office of the University Registrar	2 Years	NA
11	NA	FM-VSU-03	October 28, 2021: Invitation to attend for a free seminar/workshop on how to make a video poster pitch on November 8-9, 2021.	White, file shelving cabinet	VICARP	2 Years	NA
12	NA	FM-VSU-03	October 6, 2021: Request to borrow a steel cabinet from Prof. Francisco Gabunada, Jr.	White, file shelving cabinet	Department of Biotechnology	2 Years	NA
13	NA	FM-OOP-05	October 1, 2021: Appointment of Mr. Poliquit as a Resource Speaker for the training under the extension project entitled "Participatory Eco-Farming Program for the Visayas"	White, file shelving cabinet	OP	2 Years	NA

OUT-GOING COMMUNICATION

1	NA	FM-VSU-13	December 22, 2021: Quarterly Research Progress Report, CY 2021, 4 th Quarter, Performance of Organically Grown Rabbits Supplemental with Different Forgaes and Pelletized Concentrated Mixture	White, file shelving cabinet	Eco-FARMI	2 Years	NA
---	----	-----------	---	------------------------------	-----------	---------	----

2	NA	FM-VSU-03	December 13, 2021: Certification given to Mr. Warren Kim Siarot, rendered services for the period of November 26 to December 12, 2021	White, file shelving cabinet	Eco-FARMI	2 Years	NA
3	NA	FM-VSU-03	December 6, 2021: Request for Renewal of Appointment of CIP Researcher	White, file shelving cabinet	Eco-FARMI	2 Years	NA
4	NA	FM-VSU-03	November 26, 2021: Certification given to Mr. Warren Kim Siarot, rendered services for the period of November 11 to November 25, 2021	White, file shelving cabinet	Eco-FARMI	2 Years	NA
5	NA	FM-VSU-03	November 25, 2021: Intention of applying for occupancy in VSU apartment unit.	White, file shelving cabinet	Eco-FARMI	2 Years	NA
6	NA	FM-VSU-03	November 25, 2021: Turn-over of documents from Dr. Armecin to OIC Director Dhenber C. Lusanta	White, file shelving cabinet	Eco-FARMI	2 Years	NA
7	NA	FM-VSU-04	November 19, 2021: Certification given to Ms. Judy Rosanne R. Pizon, was hired as digitizer under the DA-BAR funded research entitled "Identifying Suitable Sites for Small Scale Irrigation Projects in Eastern Visayas Through GIS-Based resource Assessment	White, file shelving cabinet	Eco-FARMI	2 Years	NA
8	NA	FM-VSU-04	November 16, 2021: Certificate of Appearance of Ms. Maria Katrina P. Largo	White, file shelving cabinet	Eco-FARMI	2 Years	NA
9	NA	FM-VSU-03	November 16, 2021: Letter request to allow Ms. Maria Katrina P. Largo, Agriculturist II of the City of Agriculture Office-Baybay to enter VSU premises to finalize the upcoming culmination of the season long training on Biofertilizer and Natural Farming Concoction	White, file shelving cabinet	Eco-FARMI	2 Years	NA
10	NA	FM-VSU-03	November 16, 2022: Marejen Villaremo's 1 st Semester A.Y 2021-2022 Progress Report	White, file shelving cabinet	Eco-FARMI	2 Years	NA
11	NA	FM-VSU-03	November 11, 2022: Certification given to Mr. Warren Kim Siarot, rendered services for the period of October 26 to November 10, 2021	White, file shelving cabinet	Eco-FARMI	2 Years	NA
12	NA	FM-VSU-03	November 11, 2021: Inventory of Vaccinated and Non-vaccinated Personnel	White, file shelving cabinet	Eco-FARMI	2 Years	NA
13	NA	FM-VSU-03	October 27, 2021: Letter Request to postpone the retirement of Prof. Pastor P. Garcia and to apply for a one-year Sabbatical leave under "Rest and Relaxation" starting March 15, 2022 to March 14, 2023	White, file shelving cabinet	Eco-FARMI	2 Years	NA
14	NA	FM-VPA-02	Individual Faulty Workload, 1 st Semester A.Y 2021-2022, Dhenber C. Lusanta	White, file shelving cabinet	Eco-FARMI	2 Years	NA
15	NA	FM-VPA-02	Individual Faulty Workload, 1 st Semester A.Y 2021-2022, Jerome O. Arribado	White, file shelving cabinet	Eco-FARMI	2 Years	NA

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.

16	NA	FM-VPA-02	Individual Faculty Workload, 1 st Semester A.Y 2021-2022, Pastor P. Garcia	White, file shelving cabinet	Eco-FARMI	2 Years	NA
17	NA	FM-VSU-04	October 26, 2021: Certification given to Mr. Warren Kim Siarot, rendered services for the period of September 27-October 10, 2021	White, file shelving cabinet	Eco-FARMI	2 Years	NA
18	NA	FM-VSU-03	October 25, 2021: Letter Request to allow the emergency laborer to enter VSU Premises to do clearing operations and contour establishments at the Eco-FARMI Demo Farm	White, file shelving cabinet	Eco-FARMI	2 Years	NA
19	NA	FM-VSU-03	October 22, 2021: Letter request to withdraw documents from the PAG-IBIG Office.	White, file shelving cabinet	Eco-FARMI	2 Years	NA
20	NA	FM-VSU-03	October 18, 2021: Skeletal Workforce Schedule	White, file shelving cabinet	Eco-FARMI	2 Years	NA
21	NA	FM-VSU-03	October 18, 2021-October 22, 2021 Letter Request addressed to the Officer of the day to allow Mr. Oliver S. Honrada to enter VSU premises to construct rabbit house for the project.	White, file shelving cabinet	Eco-FARMI	2 Years	NA
22	NA	FM-VSU-03	October 15, 2021: Request for Inspection of one goat that died on October 15, 2021	White, file shelving cabinet	Eco-FARMI	2 Years	NA
23	NA	FM-VSU-13	October 11, 2021: Research Quarterly Report of Accomplishment, 3 rd Quarter July 1-September 30, 2021, Assessment of Climate Smart Farming Scheme in Hilly Upland Areas	White, file shelving cabinet	Eco-FARMI	2 Years	NA
24	NA	FM-VSU-13	October 11, 2021: Research Quarterly Report of Accomplishment, 3 rd Quarter July 1-September 30, 2021, Integrated Nutrient Management for Horticultural Crops: Effects of Biofertilizers on Soil Properties and Productivity of Eggplant	White, file shelving cabinet	Eco-FARMI	2 Years	NA
25	NA	FM-VSU-13	October 11, 2021: Research Quarterly Report of Accomplishment, 3 rd Quarter July 1-September 30, 2021, Performance of Organically Grown Rabbits Supplemented with Different Forages and Pelletized Concentrate Mixture	White, file shelving cabinet	Eco-FARMI	2 Years	NA
26	NA	FM-REI-10	October 11, 2021: Extension Quarterly Report of Accomplishment, 3 rd Quarter July-Sept. 30, 2021, "Participatory Eco-Farming Program for the Visayas"	White, file shelving cabinet	Eco-FARMI	2 Years	NA
27	NA	FM-VSU-03	October 4, 2021: Skeletal workforce Schedule October 4, 2021 to October 15, 2021	White, file shelving cabinet	Eco-FARMI	2 Years	NA
28	NA	FM-RDE-11	VSU R&D Semi-Annual Report (January to June 2021)	White, file shelving cabinet	Eco-FARMI	2 Years	NA

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.

29	NA	FM-VSU-03	October 1, 2021: Recommendation of appointment of Mr. Juanito F. Poliquit as a Resource Person for the training under the Extension Project entitled "Participatory Eco-Farming Program for the Visayas"	White, file shelving cabinet	Eco-FARMI	2 Years	NA
----	----	-----------	--	------------------------------	-----------	---------	----

NOTICE OF MEETING

1	NA	FM-VSU-05	December 13, 2021: Finalization of OTP and other monitoring forms CY 2021	White, file shelving cabinet	OVPREI	2 Years	NA
2	NA	FM-VSU-05	December 1, 2021: Monitoring of Accomplishment CY 2021	White, file shelving cabinet	OVPREI	2 Years	NA
3	NA	FM-VSU-05	November 19, 2021: OVPREI Third Quarter Meeting	White, file shelving cabinet	OVPREI	2 Years	NA
4	NA	FM-VSU-03	October 11, 2021: Meeting to Discuss the Details for Research Training Workshops	White, file shelving cabinet	OVPREI	2 Years	NA

MONTHLY REPORT (IGP)

1	NA	NA	October 2021 Seedbank C Monthly Report	White, file shelving cabinet	Eco-FARMI	2 year	NA
---	----	----	--	------------------------------	-----------	--------	----

Prepared/Submitted by:

[Signature]
VANESSA MAY B. MILAN / Jan. 10, 2021
 Deputy Document and Records Controller /Date

Noted by:

[Signature]
DHENBERG C. LUSANTA
 Head of Office/ Date

Reviewed by:

ELMERA Y. BAÑOC
 College dDRC / VP dDRC
 Date:

Received and Reviewed by:

PAMELA P. ORAÑO
 University Document and Records Controller
 Date