



VISAYAS
STATE UNIVERSITY

**OFFICE OF THE HEAD OF
RECORDS AND ARCHIVES**

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05 January 2022

Hon. Victorino Mapa Manalo
Executive Director
National Archives of the Philippines
Corner San Marcelino St., Manila

Thru: **Ms. Annelyn C. Lao**
Officer-In-Charge/ Senior RMA
Cebu Regional Archival Network
Mandaue City, Cebu

Sir:

In connection with the rules and regulations being issued under the provision of RA 9470 otherwise known as the National Archives of the Philippines Act of 2007 and its Implementing Rules and Regulations (IRR), the Visayas State University (VSU) is hereby submitting our updated agency Records Disposition Schedule (RDS) – NAP Form No. 2.

This submission is to empower better coordination with our agency's records disposition program which will provide us an effective and efficient management of records no longer needed in the office space. Should you have any queries, you can email me regarding this matter. Thank you so much.

Very truly yours,


MARIA ROBERTA S. MIRAFLOR
Head, Records and Archives

Noted:

RYSAN C. GUINOCOR
OIC Director, Administrative Services