

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL				1. NAME OF OFFICE: VISAYAS STATE UNIVERSITY				2. DEPARTMENT/DIVISION: NATIONAL SERVICE TRAINING PROGRAM (NSTP)		4. TELEPHONE NO.: 63 53 565 0600 local 1127			
				3. SECTION/UNIT: CWTS and ROTC				5. EMAIL ADDRESS: nstp@vsu.edu.ph					
6. ADDRESS: Visca, Baybay City, Leyte				7. PERSON-IN-CHARGE OF FILES: Marlon V. Dampios		8. DATE PREPARED: January 31, 2025							
9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED / INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTIONS/S	14. LOCATION OF RECORDS	15. FREQUENCY OF USE	16. DUPLICATION	17. TIME VALUE (T/P)	18. UTILITY VALUE Adm/FIL/ARC	19. RETENTION PERIOD		20. DISPOSITION	
										Active	Storage	Total	
OP Memoranda	2019 - 2024	0.056 cu.m.	Paper, Electronic	Restricted	CWTS Room @ Data Filer # 4	As need arises	Department & O.P	P	Adm	Permanent			
OP Memo Circular	2019 - 2024	0.056 cu.m.	Paper, Electronic	Restricted	CWTS Room @ Data Filer # 4	As need arises	Department & O.P	P	Adm	Permanent			
NSTP Modules	2020 - 2022	0.056 cu.m.	Paper, Electronic	Restricted	CWTS Room/Steel Cabinet	As need arises	None	P	Adm	Permanent			
CWTS Team Projects	2006 - 2024	0.056 cu.m.	Paper, Electronic	Restricted	CWTS Room/Data Filer 4	As need arises	None	P	Adm	Permanent			
CWTS Learning Journal	2013 - 2019	0.056 cu.m.	Paper	Restricted	CWTS Room/Data Filer 4	As need arises	None	T	Adm	2yrs	3yrs	5yrs	After acted upon