

NATIONAL ARCHIVE OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY: Visayas State University				ORGANIZATIONAL UNIT: DLABS				TELEPHONE NO.: Loc. 1028	
		ADDRESS: VSU Campus, Visca, Baybay City, Leyte				PERSON-IN-CHARGE OF FILES: Dr. Jett C. Quebec				DATE PREPARED: January 11, 2022	
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORD	FREQUENCY OF USE	DUPLICATION	TIME VALUE T/P	UTILITY VALUE Adm/F/L/	RETENTION PERIOD			DISPOSITION PROVISION
								Active	Storage	Total	
Quality Records Matrix	January-December 2021	0.0011227	Shelf	As Need Arises	QAC	T	Adm	2	1	3 years after superseded	Landfill
Communications – Incoming & Outgoing	January-December 2021	0.0024949	Shelf	As Need Arises	None	T	Adm	1	N/A	1 year	Landfill
OIC Designation	January-December 2021	0.0001871	Shelf	As Need Arises	CAS	T	Adm	1	N/A	1 year	Landfill
Accomplishment Report	January-December 2021	0.0059253	Shelf	As Need Arises	PRPEO	T	Adm	1	N/A	1 year	Landfill
Department Memorandum	January-December 2021	0.0001247	Shelf	As Need Arises	NONE	T	Adm	1	N/A	1 year	Landfill
OP Memorandum	January-December 2021	0.0004366	Shelf	As Need Arises	OP	T	Adm	1	1	2 years after superseded	Landfill
OP Memorandum Circular	January-December 2021	0.0014345	Shelf	As Need Arises	QAC	T	Adm	1	1	2 years after superseded	Landfill
OVPI/OPVAA Memorandum	January-December 2021	0.0002495	Shelf	As Need Arises	OVPA	T	Adm	1	1	2 years after superseded	Landfill
Minutes of Meeting - Excerpts (APB, NAPB, VSFAC)	January-December 2021	0.0012474	Shelf	As Need Arises	ODAHRD	P	Adm/Arc	Permanent			
Attendance Sheet (Dept. Meetings)	January-December 2021	0.0005703	Shelf	As Need Arises	None	T	Adm	1	N/A	1 year	Landfill
Notice of Meetings	January-December 2021	0.0003119	Shelf	As Need Arises	None	T	Adm	1	N/A	1 year	Landfill
Minutes of Meetings (Department)	January-December 2021	0.0007201	Shelf	As Need Arises	QAC	T	Adm	1	N/A	1 year	Landfill
Recommendation for Hiring	January-December 2021	0.0001247	Shelf	As Need Arises	RSPPO	T	Adm	1	N/A	1 year after acted upon	Landfill
Request to Hire	January-December 2021	0.0000936	Shelf	As Need Arises	DLABS, RSPPO	T	Adm	1	N/A	1 year after acted upon	Landfill
Ranking of Teaching Applicants & Summary of Ratings	January-December 2021	0.0000624	Shelf	As Need Arises	DLABS, RSPPO	T	Adm	3	N/A	2 year after acted upon	Landfill
Report of Teaching Load	January-December 2021	0.0003742	Shelf	As Need Arises	OVPI	T	Adm	4	N/A	4 year after superseded	Landfill

Individual Faculty Workload	January-December 2021	0.0019335	Shelf	As Need Arises	OVPI	T	Adm	4	N/A	4 years after superseded	Landfill
Application for Comprehensive Examination	January-December 2021	0.0000936	Shelf	As Need Arises	OGS	T	Adm	2	N/A	2 yrs after graduated	Landfill
Application for Final Examination	January-December 2021	0.0000624	Shelf	As Need Arises	OGS	T	Adm	2	N/A	2 yrs after graduated	Landfill
Plan of Course Work	January-December 2021	0.0001247	Shelf	As Need Arises	OGS	T	Adm	1	NA	1 yr after graduated	Landfill
Recommendation for Renewal of Appt. of Graduate Faculty	January-December 2021	0.0000936	Shelf	As Need Arises	OGS	T	Adm	1	N/A	1 year after acted upon	Landfill
Outcome Based Education Course Syllabus	January-December 2021	0.0027444	Shelf	As Need Arises	CAS, OIMD	P	Adm	PERMANENT			
Table of Specifications	January-December 2021	0.0029315	Shelf	As Need Arises	CAS, OIMD	P	Adm	PERMANENT			
Virtual Classroom Evaluation	January-December 2021	0.0013722	Shelf	As Need Arises	CAS, OIMD	T	Adm	1	N/A	1 year	Landfill
Virtual Classroom Monitoring Report	January-December 2021	0.0013722	Shelf	As Need Arises	CAS, OIMD	T	Adm	1	N/A	1 year	Landfill
Office Performance Commitment Report (OPCR)	January-December 2021	0.0001247	Shelf	As Need Arises	OVPRGEA	T	Adm	1	6	1 year	Landfill
Individual Performance Commitment Report (IPCR)	January-December 2021	0.0027444	Shelf	As Need Arises	RSPPO	T	Adm	1	N/A	1 year	Landfill
Grade Sheets	January-December 2021	0.0062372	Shelf	As Need Arises	Registrar	T	Adm	4	N/A	4 years after superseded	Landfill
Report of Grade Completion	January-December 2021	0.0011851	Shelf	As Need Arises	Registrar	T	Adm/F	1	N/A	1 Year after superseded	Landfill
DTR- Regular/Substitute	January-December 2021	0.0016217	Shelf	As Need Arises	RSPPO	T	Adm/F	1	N/A	1 Year after data had	Landfill
DTR – Part-time	January-December 2021	0.0016217	Shelf	As Need Arises	RSPPO	T	Adm/F/L	1	N/A	1 Year after data had been posted	Landfill
Clearance - Part-time and Substitutes	January-December 2021	0.0003742	Shelf	As Need Arises	RSPPO	T	Adm	2	N/A	2 years	Landfill
Contract - Part-time	January-December 2021	0.0004990	Shelf	As Need Arises	DLABS, RSPPO, ODAHRD	T	Admin	5	NA	5 yearse after expiration/ren ewal of the	Landfill
Appointment (Study Leader/Component Leader/Project Leader)	January-December 2021	0.0001871	Shelf	As Need Arises	OVPRE	T	Adm	2	N/A	2 years	Landfill
Summary Result of Teaching Performance Evaluation	January-December 2021	0.0004990	Shelf	As Need Arises	ODIE	T	Adm	5	NA	5 years after separated or retired	Landfill

Personal Data Sheet, PDF	January-December 2021	0.0006237	Shelf	As Need Arises	Records	T	Adm	5	N/A	15 years after separated or retired	Landfill
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LEGEND:

TIME VALUE: T - Temporary P - Permanent

UTILITY VALUE: Adm - Administrative F - Fiscal L - Legal Arc - Archival

PREPARED BY:

ASSISTED BY:

APPROVED BY:

GILDA P. NAYRE

Deputy Document & Record Controller

NAP Records Management Analyst

Chief of the Division/Department