

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY: VISAYAS STATE UNIVERSITY ADDRESS: VISCA, PANGASUGAN, BAYBAY CITY, LEYTE				ORGANIZATIONAL UNIT: DEPARTMENT OF ECONOMICS PERSON IN - CHARGE OF FILES: CARLITO O. SUGANOB				TELEPHONE NO.: VOIP - 1024 DATE PREPARED: Jan. 25, 2025	
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENCY OF USE	DUPLICATION	TIME VALUE T/P	UTILITY VALUE Adm. / F / L / Arc	RETENTION PERIOD			DISPOSITION PROVISION
								Active	Storage	Total	
OP Memo Circular	April 2019-Dec. 2024	0.0083574	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
OP Memorandum	Oct. '19-Dec. '24	0.00104468	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
OVRGEA Memorandum Circular	Dec. '19-Dec. '24	0.00052226	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
OVRGEA Memorandum	Jan. '19-Dec. '24	0.0001706	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
OPVAA Memorandum Circular	Nov. 2019-Dec. '24	0.0010832	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
OVPAF Memo Circular	Nov. 20, '19-Jan. '24	0.00104468	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
OGS Memo Circular	Nov. 20, '19-Jan. '24	0.00104468	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
OPSAS Memorandum Circular	Aug. 'Dec. '24	0.00104468	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
BAC Memorandum	Jan. '20-Dec. '24	0.00104468	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
BOR Resolutions	2018-2024	0.0003412	Data Filer 1, Display Cabinet	As the need arises	All offices	P	Admin		P		Permanent
Communications	Jan. '19-Dec. '24	0.00522338	Data Filer 1, Display Cabinet	As the need arises	Concerned Offices	T	Admin	1 yr		1 yr	Landfill
Audit Plan	Sept. '19 & Aug. '24	0.0008529	Data Filer 1, Display Cabinet	As the need arises	QAC	T	Admin	1 yr		1 yr	Landfill
Customer Feedback Report	Jan. 2019-Dec. '24	0.0002559	Data Filer 1, Display Cabinet	As the need arises	QAC	T	Admin	2 yrs		2 yrs	Landfill
Risk Assessment & Opportunities Matrix	2020-2024	0.00208935	Data Filer 1, Display Cabinet	As the need arises	QAC	T	Admin	1 yr		1 yr	Landfill
Risk Assessment Action Plan	July 2019-Dec. '24	0.00313403	Data Filer 1, Display Cabinet	As the need arises	QAC	T	Admin	1 yr		1 yr	Landfill