

| NATIONAL ARCHIVES OF THE PHILIPPINES<br><i>Pambansang Sinupang ng Pilipinas</i> |                       | AGENCY:<br>VISAYAS STATE UNIVERSITY<br>ADDRESS:<br>VISCA, PANGASUGAN, BAYBAY CITY, LEYTE |                               | ORGANIZATIONAL UNIT:<br>DEPARTMENT OF ECONOMICS<br>PERSON IN - CHARGE OF FILES:<br>CARLITO O. SUGANOB |                   |                | TELEPHONE NO.:<br>VOIP - 1024<br>DATE PREPARED: Sept.<br>27, 2024 |                  |         |       |                       |
|---------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------------------------------------|-------------------|----------------|-------------------------------------------------------------------|------------------|---------|-------|-----------------------|
| 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. 2023  | 0.223687                                                                                 | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| OP Memorandum                                                                   | Oct '19-Dec. '23      | 0.0008666                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| OVRGEA Memorandum Circular                                                      | Dec. '19-Dec. '23     | 0.0001706                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| OVRGEA Memorandum Circular                                                      | Jan. '19-Dec. '23     | 0.0001706                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| OPVAA Memorandum Circular                                                       | Nov. 2019-Dec. '23    | 0.0010832                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| OVPAF Memo Circular                                                             | Nov. 20, '19-Jan. '23 | 0.0001706                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| OGS Memo Circular                                                               | Nov. 20, '19-Jan. '23 | 0.0001706                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| OPSAS Memorandum Circular                                                       | Aug. 'Dec. '23        | 0.0001706                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| BAC Memorandum                                                                  | Jan. '20-Dec. '23     | 0.0001706                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| BOR Resolutions                                                                 | 2018-2023             | 0.0003412                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | All offices       | P              | Admin                                                             | P                |         |       | Permanent             |
| Communications                                                                  | Jan. '19-Dec. '23     | 0.0021665                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | Concerned Offices | T              | Admin                                                             | 1 yr             | 1 yr    | 1 yr  | Landfill              |
| Audit Plan                                                                      | Sept. '19 & Aug. '23  | 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. '23    | 0.0002559                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | QAC               | T              | Admin                                                             | 2 yrs            |         | 2 yrs | Landfill              |
| Risk Assessment & Opportunities Matrix                                          | 2020-2023             | 0.0008529                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | QAC               | T              | Admin                                                             | 1 yr             |         | 1 yr  | Landfill              |
| Risk Assessment Action Plan                                                     | Jul-05                | 0.0005416                                                                                | Data Filer 1, Display Cabinet | As the need arises                                                                                    | QAC               | T              | Admin                                                             | 1 yr             |         | 1 yr  | Landfill              |