

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupang Pilipinas

RECORDS INVENTORY AND APPRAISAL

AGENCY:
VISAYAS STATE UNIVERSITY

ADDRESS:
PANGASUGAN, BAYBAY CITY, LEYTE

ORGANIZATIONAL UNIT
DEPARTMENT OF AGRONOMY

PERSON-IN-CHARGE OF FILES
MILESA C. MARSADO

DATE PREPARED
January 17, 2024

OHRA 3-3-2024
2/10/24
TIME: 10:42 PM

TELEPHONE No.
(053) 563-7636

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	
Quality Records Matrix	2020-2023	0.0003221	Arch Filer (Black)	As Need Arises	QAC	T	Adm	2	1	3 years after superseded
OP Memorandum	July-Dec. 2020-2023	0.0620000	Arch Filer (red)	As Need Arises	OP	T	Adm	1	1	3 years after superseded
Individual Faculty Workload	July 16-Dec. 2019-2023	0.1920000	Cabinet (Black)	As Need Arises	OVPA	T	Adm	4	1	2 years after superseded
Report of Teaching Load	Jan - Jul 2023	0.0510000	Arch Filer (Black)	As Need Arises	OVPA	T	Adm	4	N/A	4 years after superseded
Recommendation for Hiring	July 2019-Jan 2023	0.0120000	Arch Filer (Black)	As Need Arises	DA, PRPEO	T	Adm	1	N/A	1 year after superseded
Outcome Based Education Syllabus	Jan - Jul 2020-2023	2.710000	Filing Cabinet (Bind)	As Need Arises	CAFS, OGS, OIMD	P	Adm	1	1 year	after superseded
Arrangement Made for Classes to be Missed	July 16-Dec. 2019-2023	0.0600000	Arch Filer (Black)	As Need Arises	OVPA	T	Adm	5	N/A	5 years after superseded
Teaching Performance Evaluation by the Students (Summary of Ratings)	2019-2023	0.1300000	Arch Filer (Black)	As Need Arises	OVPA	T	Adm	1	N/A	1 year after acted upon
Request for Offering of Unscheduled Subject	July-Dec 2019-2023	0.0110000	Arch Filer (Black)	As Need Arises	OVPA/Registrar	T	Adm	1	N/A	1 year after superseded
Grade Sheets	2019-2023	0.6300000	Arch Filer (Black)	As Need Arises	Registrar	T	Adm	4	N/A	1 year after superseded
Report of Grade Completion	2019-2023	0.1910000	Arch Filer (Black)	As Need Arises	Registrar	T	Adm	1	N/A	1 year after superseded
Temporary Grade Sheet	2019	0.0600000	Arch Filer (Black)	As Need Arises	None	T	Adm	1	N/A	1 year after superseded

Notice of Meetings	July-Dec 2019-2023	0.0110000	Filer (Black) Folder green	As Need Arises	None	T	Adm	1	N/A	1 year	after superseded
Communications – Incoming & Outgoing	July-Dec 2019-2023	0.1910000	Arch Filer (Blue)	As Need Arises	NONE	T	Adm	1	N/A	1 year	after superseded
Department Memorandum	July-Dec 2019-2022	0.1310000	Filer	As Need Arises	None	T	Adm	1	N/A	1 year	after superseded
Attendance Sheet (Dept. Meetings)	July-Dec 2019-2023	0.0310000	Arch Filer (Blue)	As Need Arises	QAC	T	Adm	1	N/A	1 year	after superseded
Minutes of Meetings (Department)	July-Dec 2019-2023	0.0100000	Arch Filer (Blue)	As Need Arises	QAC	T	Adm	1	N/A	1 years	after superseded
OVPA - Risk and Opportunities Assessment Matrix, SWOT Analysis Matrix, and Objectives, Targets, and Programmes	2019-2023	0.3100000	Expanded Envelope (Blue)	As Need Arises	DA, PRPEO	T	Adm	3	2	1 year	after superseded
Rating Instrument to Evaluate Applicants for Faculty Positions	2022-2023	1.3810000	Expanded Envelope (Green)	As Need Arises	None	T	Adm	3	N/A	1 year	after superseded
Competency assessment rating for Faculty	2022-2023	0.00001	Expanded Envelope (Green)	As Need Arises	None	T	Adm	3	N/A	1 year	after superseded
Facility Reservation Form	Jan.-Dec. 2022-2023	0.1300000	Expanded Envelope (Green)	As Need Arises	PRPEO	T	Adm	1	N/A	1 year	after superseded
OPCR and IPCR	July-Dec 2019 Jan-June 21-2023	1.6310000	Filer (Black) Folder White	As Need Arises	QAC	T	Adm	1	N/A	1 years	after superseded
Risk and Opportunities Assessment Matrix, SWOT Analysis Matrix, and Objectives, Targets, and Programmes		0.3100000		As Need Arises	Registrar	T	Adm	3	2	1 year	after superseded

LEGEND:

TIME VALUE	T – Temporary	P – Permanent	
UTILITY VALUE:	Admn. – Administrative	F – Fiscal	L – Legal Arc. – Archival

PREPARED BY:



MILESA C. MARSADO
Clerk/dDRC

ASSISTED BY:

APPROVED BY:

NAP Records Management Analyst

Chief of the Division / Department

NAP Form