

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapang Pilipinas</i>			AGENCY: VISAYAS STATE UNIVERSITY		ORGANIZATIONAL UNIT: <u>NATIONAL SERVICE TRAINING PROGRAM (NSTP)</u>				TELEPHONE No. VOIP: 1127		
RECORDS INVENTORY AND APPRAISAL			ADDRESS: Visca, Baybay City, Leyte		PERSON-IN-CHARGE OF FILES: Marlon V. Dampios				DATE PREPARED: JANUARY 4,2024		
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 Memoranda	2019-2023	0.002376361	CWTS Room @ Data Filer # 4	As need arises	Department & O.P	P	Adm.	PERMANENT			PERMANENT
OP Memo Circular	2019-2023	0.003168481	CWTS Room @ Data Filer # 4	As need arises	Department & O.P	P	Adm.	PERMANENT			PERMANENT
NSTP Modules	2020-2021	0.6096	CWTS Room/Steel Cabinet	As need arises	None	P	Adm.	PERMANENT			PERMANENT
CWTS Team Projects	2006-2023	0.3556	CWTS Room/Data Filer 4	As need arises	None	P	Adm.	PERMANENT			PERMANENT
CWTS Learning Journal	2013-2019	0.254	CWTS Room/Data Filer 4	As need arises	None	P	Adm.	1yr	2yrs	3yrs	LANDFILL
NSTP Serial Numbers	2002-2023	0.1524	CWTS Room/Data Filer 4	As need arises	Registrar	P	Adm.	PERMANENT			PERMANENT
Request Letter of NSTP Serial Number from other schools	2002-2023	0.254	CWTS Room/Data Filer 4	As need arises	Registrar	P	Adm.	PERMANENT			PERMANENT
NSTP Grade Sheet	2008-2023	0.4064	Steel Cabinet 1	As need arises	Registrar	P	Adm.	PERMANENT			PERMANENT
NSTP PMP and Purchase Request	2010-2023	0.127	Steel Cabinet 1	As need arises	Budget & BAC	P	Adm.	PERMANENT			PERMANENT
NSTP Communication Letter	2006-2023	0.1524	Steel Cabinet 1	As need arises	Department	P	Adm.	1yr	2yrs	3yrs	LANDFILL
NSTP Completion Form	2008-2023	0.1778	Steel Cabinet 1	As need arises	Registrar	P	Adm.	PERMANENT			PERMANENT