

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupanng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY: VISAYAS STATE UNIVERSITY				ORGANIZATIONAL UNIT: ANNALS OF TROPICAL RESEARCH			TELEPHONE No. 520-2903		
		ADDRESS: BAYBAY LEYTE				PERSON-IN-CHARGE OF FILES : KIMBERLY V. CAINGCOY			DATE PREPARED: January 03, 2023 Permanent		
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	
FM-QAC-22 General Observations and Objectives for Improvements List	January- December 2022	1.6	Internal Doc Data Filer 1 B Folder 1	As the need arises	QAC	Temporary	Adm	5yrs	P	5	Landfill
FM-VPR-04 Work and Financial Plan CY 2022	January- December 2022	1.4	Internal Doc Data Filer 1 B Folder 10	As the need arises	OVPREI	Temporary	Adm	5yrs	T	5	Landfill
FM-OOP-01 Memorandum	January- December 2022	3.1	Internal Doc Data Filer 1 B Folders 11	As the need arises	OP	Temporary	Adm	5yrs	N/A	5	Landfill
FM-OOP-02 Memorandum	January- December 2022	2.9	Internal Doc Data Filer 1 B Folder 11	As the need arises	OP	Temporary	Adm	5yrs	N/A	5	Landfill
FM-VPR-05 SWOT Analysis Matrix	January- December 2022	1.8	Internal Doc Data Filer 1 B Folder 9	As the need arises	OVPREI	Temporary	Adm	5yrs	T	5	Landfill
FM-VPR-02 Strategic Plan Monitoring	January- December 2022	1.4	Internal Doc Data Filer 1 B Folder 8	As the need arises	OVPREI	Temporary	Adm	5yrs	P	5	Landfill
FM-RDE-11 Semi Annual Report	January- December 2022	0.8	Internal Doc Data Filer 1 B Folder 7	As the need arises	OVPREI, ATR	Temporary	Adm	5yrs	P	5	Landfill