

| NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinuapang Pilipinas</i> | | | | AGENCY: Visayas State University ADDRESS: Visca, Baybay City, Leyte | | ORGANIZATIONAL UNIT ECO-FARMI PERSON-IN-CHARGE OF FILES Vanessa May B. Milan | | | | TELEPHONE No. | |
|---|--------------------|-----------------------|------------------------------|--|---|---|----------------------------------|-------------------------------------|---------|-----------------------|-------|
| RECORDS INVENTORY AND APPRAISAL | | | | | | | | DATE PREPARED: February 20, 2023 | | | |
| 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-OOP-01) OP Memorandum | July 22, 2019-2022 | 0.0025433 | White, File Shelving Cabinet | As the need arises | OVPAA, OVPAF, OVPPRGAS, OVPREI, OVPSAS, OUS, ODF/BUDGET, ODHRM/RSP, PRO/ Deans, Director, CASL, OHIA, Accounting, COA, Cash, Registrar, Records | T | Admin | 2 years | 2 years | Land Fill | |
| (FM-OOP-02) OP Memo Circular | July 22, 2020-2022 | 0.0032503 | White, File Shelving Cabinet | As the need arises | OP | T | Admin | 2 years | 2 years | Land Fill | |

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| (FM-VSU-02) Memorandum Circular (other offices) | 2020-2022 | 0.00057428 | White, File Shelving Cabinet | As the need arises | OP, OVPREI, QAC, OVPRGEA, FMO | T | Admin | 2 years | | 2 years | Land Fill |
| Incoming Communication | 2020-2022 | 0.0011197 | White, File Shelving Cabinet | As the need arises | None | T | Admin | 1 year | | 1 year | Land Fill |
| Out-going Communication | 2019-2022 | 0.0012491 | White, File Shelving Cabinet | As the need arises | Office file | T | Admin | 1 year | | 1 year | After Acted Upon |
| Notice of Meeting | 2020-2022 | 0.0002498 | White, File Shelving Cabinet | As the need arises | Office file | T | Admin | 1 year | | 1 year | After Acted Upon |
| Job Order Contracts | 2020-2022 | 0.0025344 | White, File Shelving Cabinet | As the need arises | Office file /Concerned Staff | P | Admin | 5 year | | 5 year | |
| Minutes of Meeting | 2022 | 0.0003118 | White, File Shelving Cabinet | As the need arises | Office file | P | Admin | Permanent | | | |
| Quality Records Matrix (QRM) | 2021-2022 | 0.0003118 | White, File Shelving Cabinet | As the need arises | Office file/QAC | T | Admin | 2 years | | 2 years | |
| NCS/ RFCACAP (ISO audit results and other related documents) | 2020-2022 | 0.0006237 | White, File Shelving Cabinet | As the need arises | Office file/QAC | T | Admin | 2 years | | 2 years | |
| Faculty Development Plan | 2022 | 0.0001247 | White, File Shelving Cabinet | As the need arises | Office File/ ODAHRD | P | Admin | Permanent | | | |
| Manpower Review | 2022 | 0.0001247 | White, File Shelving Cabinet | As the need arises | Office File/ ODAHRD | P | Admin | Permanent | | | |

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| IPCR Targets | 2022 | 0.0004355 | White, File Shelving Cabinet | As the need arises | Office File, RSPPRO | P | Admin | Permanent | |
| IPCR Accomplishments | 2019-2022 | 0.0030551 | White, File Shelving Cabinet | As the need arises | Office File, RSPPRO | P | Admin | Permanent | |
| OPCR Targets | 2022 | 0.0004355 | White, File Shelving Cabinet | As the need arises | Office File, RSPPRO | P | Admin | Permanent | |
| OPCR Accomplishments | 2022 | 0.0001871 | White, File Shelving Cabinet | As the need arises | Office File, RSPPRO | P | Admin | Permanent | |
| OPCR Monitoring Form | 2020-2021 | 0.0003742 | White, File Shelving Cabinet | As the need arises | Office File, OVPRRGAS | P | Admin | Permanent | |
| TPES | 2020-2022 | 0.0000623 | White, File Shelving Cabinet | As the need arises | Office File | T | Admin | 2 years | 2 years |

LEGEND:

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

PREPARED BY:  26/23
Vanessa May B. Milan, dDRC
 Name and Position

ASSISTED BY: _____
NAP Records Management Analyst

APPROVED BY: _____
Chief of the Division / Department