

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i>		AGENCY: VISAYAS STATE UNIVERSITY				ORGANIZATIONAL UNIT: Institute for Strategic Research and Development Studies (ISRDS)				TELEPHONE No.
RECORDS INVENTORY AND APPRAISAL		ADDRESS: VISCA, BAYBAY CITY, LEYTE				PERSON-IN-CHARGE OF FILES: Ernesto A. Gonzaga, Jr.				DATE PREPARED: Jan. 30, 2025
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
Actual Teaching Load	2 nd semester 2019-2020 to 2 nd semester 2023-2024	0.0010392	Admin. Office Data Filer 6	As need arises	College Dean, Dept., OVPA	T	Adm.	1 yr	N/A	1 yr
Individual Faculty Workload	2 nd semester 2018-2019 to 2 nd semester 2023-2024	0.001496	Admin. Office Data Filer 6	As need arises	Dept., College Dean, OVPA	T	Adm.	2 yrs.	N/A	2 yrs.
MOA/ MOU		0.000441	Admin. Office Steel Cabinet	As need arises	Dept., College Dean	P	Arc	P	P	Permanent
OBE Syllabus	1 st semester 2020-2021 to 2 nd semester 2023-2024	0.0182385	Admin. Office Data Filer 5	As need arises	Dept., College Dean	P	Arc	P	P	Permanent
Evaluation of OBE Syllabus	1 st semester 2020-2021 to 2 nd semester 2023 2024	0.00189	Admin. Office Data Filer 5	As need arises	Dept., College Dean, OVPI, Faculty	T	Adm.	2 yrs.	N/A	2 yrs.
TPES	1 st semester 2017 to 2 nd semester 2023-2024	0.003024	Admin. Office Data Filer 6	As need arises	Dept., College Dean, OVPI, Faculty	T	Adm.	5 yrs.	N/A	After separated
TOS	1 st semester	0.00462	Admin.	As need	Dept., College	T	Adm.	2 yrs.	N/A	After acted