

NAP Form 1

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY: VISAYAS STATE UNIVERSITY				ORGANIZATIONAL UNIT INSTRUCTION AND EVALUATION OFFICE			TELEPHONE No. (053) 565-0600 local 1104		
		ADDRESS: Visca, Baybay City, Leyte				PERSON-IN-CHARGE OF FILES Aida L. Estrera/Vanessa W. Nazal			DATE PREPARED: December, 2022		
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	
Summary Result of Teaching Performance Evaluation by Students	August 2019 – December 2022	0.7316001	Steel Cabinet	As Need Arises	Academic Departments	P	Adm	Permanent			Permanent
Teaching Performance Evaluation by Students (Raw Data)	2015-2020	1.18503	At the back of the OVPA	As Need Arises		T	Adm.	Permanent			Permanent
IEO Attendance sheet	July 2020 – December 2022	0.0000313	Filing Shelf (Blue) Level 5, Cabinet Shelf Level 1)	As Need Arises	QAC	T	Adm	3		3	Landfill
IEO Meeting (Minutes)	July 2020 – December 2022	0.0000094	Filing Shelf (Blue) Level 5, Cabinet Shelf Level 1)	As Need Arises	QAC	T	Adm	3		3	Landfill
OP MEMORANDUM	July 2020 – December 2022	0.0000345	Filing Shelf (Blue) Level 5, Cabinet Shelf Level 1)	As Need Arises	Academic Department	P	Arc	Permanent			Permanent
OVPA MEMORANDUM	July 2020– December 2022	0.000075	Filing Shelf (Blue) Level 5, Cabinet Shelf (Level 1)	As Need Arises	Offices/ Academic units	P	Arc	Permanent			Permanent
IEO Request for Corrective Action (RFCA)	July 2020– December 2022	0.0000005	Cabinet Shelf Level 1	As Need Arises	QAC	T	Adm	4		4	Landfill
IEO General Observation and Opportunities for Improvement (GOOI)	July 2020– December 2022	0.0000219	Cabinet Shelf Level 1	As Need Arises	QAC	T	Adm	4		4	Landfill
Letter/Communication	July 2020– December 2022	0.0000407	Filing Shelf (Blue) Level 5, Cabinet Shelf (Level 1)	As Need Arises	Offices/ Academic units	T	Adm	5		5	Landfill


Certification	August 2020-December 2022	0.0461538	Cabinet Shelf (Level 1)	As Need Arises	Offices/ Academic units	T	Adm	2		2	Landfill
SWOT, ROAM, OTP, WFP, NEIP	July 2020 – December 2022	0.0386694	Filing Shelf (Blue) Level 6, Cabinet Shelf (Level 1)	As Need Arises	Offices/ Academic units	T	Adm	3		3	Landfill
Customer Feedback Report	October 2020-December 2022	0.0000006	Cabinet Shelf (Level 1)	As Need Arises	QAC	T	Adm	3		3	Landfill
Notice of Meeting	2020-2022	0.0056133	Filing Shelf (Blue) Level 6, Cabinet Shelf (Data Filer)	As Need Arises	Offices/ Academic units	T	Adm	3		3	Landfill
Incoming Communication	2020-2022	0.0168399	Data Filer	As Need Arises		T	Adm	5		5	Landfill
Daily Time Record (Faculty & Staff)	2020-2022	0.0049896	Cabinet Shelf 1 (Data Filer)	As Need Arises	OHRSP PR	T	Adm	5		5	Landfill
PDS/PDF (Faculty/Admin Staff)	2020-2022	0.093555	Cabinet Shelf 1 (Data Filer)	As Need Arises	OHRA	T	Adm	5		5	After separated/ death/retired
IEO IPCR January to December 2023 with Accomplishments and attachments. Ma. Rachel Kim L. Aure Aida L. Estrera	2020-2022	0.01888981	Cabinet Shelf 1 (Data Filer)	As Need Arises	OHRSP PR	T	Adm	5		5	Landfill

LEGEND:

TIME VALUE T – Temporary P – Permanent

UTILITY VALUE: Admn. – Administrative F – Fiscal L – Legal Arc. – Archival

PREPARED BY:


AIDA L. ESTRERA/ERA 1
Name and Position

ASSISTED BY:

NAP Records Management Analyst

APPROVED BY:

Chief of the Division/Department