

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY: VISAYAS STATE UNIVERSITY				ORGANIZATIONAL UNIT UNIVERSITY SERVICES for HEALTH, EMERGENCY and RESCUE					TE
		ADDRESS: Pangasugan Baybay City, Leyte				PERSON-IN-CHARGE OF FILES ANALISA P. AMARILLO					PR D
RECORDS SERIES TITLE & DESCRIPTION	PERIOD COVERED	VOLUME IN CUBIC METER	LOCATION OF RECORDS	FREQUENC Y OF USE	DUPLICATIO N	TIME VALUE T / P	UTILIT Y VALUE Adm. / F / L / Arc	RETENTION PERIOD			DI
								Active	Storage	Total	PR
OP Memorandum No. (FM-OOP-01)	Jan.-Dec. 2021	0.00086	Data Filer # 6 (Analisa Amarillo)	As the need arises	Office of the Pres., USHER, Depts./UNIT	Permanen t	ADM	Permanent			F
OP Memorandum Circular No. (FM-OOP-02)	Jan.-Dec. 2021	0.00263	Data Filer # 6 (Analisa Amarillo)	As the need arises	Office of the Pres., USHER, Depts./UNIT	Permanen t	ADM	Permanent			F
OP Memo Circular No. (FM-OOP-02)	Feb.-Dec. 2021	0.00043	Data Filer # 6 (Analisa Amarillo)	As the need arises	Office of the Pres., USHER, Depts./UNIT	Permanen t	ADM	Permanent			F
Communication (Internal Documents)	Jan.-Dec. 2021	0.33434	Data Filer # 6 (Analisa Amarillo)	As the need arises	Office of the Pres., OVPAF, Depts./UNIT	Permanen t	ADM	Permanent			F
Communication (External Documents)	Jan.-Dec. 2021	0.16717	Data Filer # 6 (Analisa Amarillo)	As the need arises	Office of the Pres., USHER, Depts./UNIT	Permanen t	ADM	Permanent			F
Request for Documents	Jan.-Dec. 2021	0.250775	Data Filer # 6 (Analisa Amarillo)	As the need arises	USHER	Permanen t	ADM	Permanent			F
Request for Medics Logbook	Jan 2019.- Dec. 2021	0.00195	Data Filer # 6 (Analisa	As the need arises	USHER	Permanen t	ADM	1	2	3	