

<div>NATIONAL ARCHIVES OF THE PHILIPPINES Panbansang Sinunpan ng Pilipinas</div> <div>RECORDS INVENTORY AND APPRAISAL</div>				1. NAME OF OFFICE: <div>VISAYAS STATE UNIVERSITY</div>		2. DEPARTMENT/DIVISION: <div>Eco-FARMI</div>		4. TELEPHONE NO.: <div>1040</div>					
6. ADDRESS: <div>Visca, Baybay City, Leyte</div>				3. SECTION/UNIT: <div>N/A</div>		7. PERSON-IN-CHARGE OF FILES: <div>Riclyn M. Argallon</div>		5. EMAIL ADDRESS: <div>ecofarmi@vssu.edu.ph</div>					
8. DATE PREPARED: <div>January 21, 2025</div>													
9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED / INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTIONS	14. LOCATION OF RECORDS	15. FREQUENCY OF USE	16. DUPLICATION	17. TIME VALUE (T/P)	18. UTILITY VALUE Adm/F/L/Arc	19. RETENTION PERIOD		20. DISPOSITION PROVISION	
										Active	Storage	Total	
(FM-OOP-01) OP Memorandum	July 22, 2019- Dec. 31 2024	0.00476	Paper Format	Open Access	White, File Shelving Cabinet	As the need arises	OVPAA, OVPAR, OVPPRGAS, OVPREI, OVPSAS, OUS, ODF/BUDGET, ODHIRM/RSP, RO/ Deans, Director, CASL, OHIA, Accounting, COA, Cash, Registrar, Records	T	Admin	Permanent			
(FM-OOP-02) OP Memo Circular	July 22, 2020- Dec. 31, 2024	0.005936	Paper Format	Open Access	White, File Shelving Cabinet	As the need arises	OP	T	Admin	Permanent			
(FM-VSU-02) Memorandum Circular (other offices)	2022-Dec. 31 2024	0.00112	Paper Format	Open Access	White, File Shelving Cabinet	As the need arises	OP, OVPREI, QAC, OVPRGEA, FMO	T	Admin	2 years		2 years	
Incoming Communication	2022-Dec. 31, 2024	0.00476	Paper Format	Open Access	White, File Shelving Cabinet	As the need arises	None	T	Admin	2 years	N/A	2 years	After Acted upon
Out-going Communication	2022-Dec. 31, 2024	0.000532	Paper Format	Open Access	White, File Shelving Cabinet	As the need arises	Office File	T	Admin	2 years	N/A	2 years	After Acted upon
Notice of Meeting	2023-Dec. 31, 2024	0.000084	Paper Format	Open Access	White, File Shelving Cabinet	As the need arises	Office File	T	Admin	1 year		1 year	After Acted upon
Job Order Contracts	2020-Dec. 31, 2024	0.0065175	Paper Format	Restricted Access	White, File Shelving Cabinet	As the need arises	Office File/Concerned staff	P	Admin	5 years		5 years	After Terminated
Minutes of Meeting	2022-Dec. 31, 2024	0.00168	Paper Format	Restricted Access	White, File Shelving Cabinet	As the need arises	Office File	P	Admin	Permanent			Landfill after acted upon
Quality Records Matrix (QRM)	2022-Dec. 31, 2024	0.001624	Paper Format	Open Access	White, File Shelving Cabinet	As the need arises	Office File/QAC	T	Admin	2 years		2 years	Landfill after acted upon
NCS/ REC/CAP (ISO audit results and other related documents)	2022-Dec. 31, 2024	0.00112	Paper Format	Restricted Access	White, File Shelving Cabinet	As the need arises	Office File/QAC	T	Admin	2 years		2 years	Landfill after acted upon
Faculty Development Plan	2022-Dec. 31, 2024	0.00028	Paper Format	Open Access	White, File Shelving Cabinet	As the need arises	Office File/ODAHRD	P	Admin	Permanent			After separated/retired