

NATIONAL ARCHIVE OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL		AGENCY: Visayas State University				ORGANIZATIONAL UNIT: Department of Agricultural and Biosystems Engineering				TELEPHONE NO.: (053) 563-7068 local 1015	
		ADDRESS: VSU Campus, Visca, Baybay City, Leyte				PERSON-IN-CHARGE OF FILES: Engr. ELDON P. DE PADUA				DATE PREPARED: August 3, 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	
Substantive											
OP Memorandum	2020-2021	0.0011293	Display Cabinet	As Need Arises	OP	T	Adm	2	N/A	2 years	Landfill
OP Memorandum Circular	2020-2021	0.0044304	Display Cabinet	As Need Arises	OP	T	Adm	2	N/A	2 years	Landfill
Outcome Based Teaching-Learning Syllabus & Table of Specifications	2019-2020	0.0140109	Display Cabinet	As Need Arises	OIMD	P	Adm				
VSUEE Virtual Classroom (Creation, Evaluation and Monitoring)	2021	0.0031273	Display Cabinet	As Need Arises	OIMD	T	Adm				
Grade Sheets	2016-2021	0.0065153	Display Cabinet	As Need Arises	Registrar	T	Adm	4	N/A	4 years	Landfill
Report of Grade Completion	2012-2021	0.0096520	Display Cabinet	As Need Arises	Registrar	T	Adm	2	N/A	2 years	Landfill
Registration Form	2021	0.0027798	Display Cabinet	As Need Arises	Registrar	T	Adm	PERMANENT			
Class Roster	2021	0.0009556	Display Cabinet	As Need Arises	Registrar	T	Adm	PERMANENT			
Quality Records Matrix	2019-2021	0.0012162	Display Cabinet	As Need Arises	ODQA	T	Adm				
Notice, Minutes & Attendance of Meetings (Department)	2020-2021	0.0021718	Display Cabinet	As Need Arises	None	T	Adm	5	N/A	5 years	Landfill
Communications (Outgoing)	2020-2021	0.0023455	Display Cabinet	As Need Arises	None	T	Adm	2	N/A	2 years	Landfill
OPCR and IPCR	2019-2021	0.0140109	Display Cabinet	As Need Arises	RSPPRO	T	Adm	1	N/A	1 year	Landfill
OVPI - Risk and Opportunities Assessment Matrix, SWOT Analysis Matrix, and Objectives, Targets, and Programmes	2020	0.0009556	Display Cabinet	As Need Arises	ODQA	T	Adm	3	2	Other copies destroy after 5 years of obsolence, retain Master Copy for reference	Landfill

LEGEND:

TIME VALUE: T - Temporary P - Permanent
 UTILITY VALUE: Adm - Administrative F - Fiscal L - Legal Arc - Archival

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