

NATIONAL ARCHIVES OF THE PHILIPPINES <i>Pambansang Sinupang Pilipinas</i>			AGENCY: VISAYAS STATE UNIVERSITY				ORGANIZATIONAL UNIT: NATIONAL SERVICE TRAINING PROGRAM (NSTP)				TELEPHONE No. VOIP: 1127	
RECORDS INVENTORY AND APPRAISAL			ADDRESS: Visca, Baybay City, Leyte				PERSON-IN-CHARGE OF FILES: Marlon V. Dampios				DATE PREPARED: FEBRUARY 15,2023	
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		
OP Memoranda	2019-2022	0.002376361	CWTS Room @ Data Filer # 4	As need arises	Department & O.P	P	Adm.	PERMANENT				
OP Memo Circular	2019-2022	0.003168481	CWTS Room @ Data Filer # 4	As need arises	Department & O.P	P	Adm.	PERMANENT				
NSTP Modules	2020-2021	0.6096	CWTS Room/Steel Cabinet	As need arises	None	P	Adm.	PERMANENT				
CWTS Team Projects	2006-2019	0.3556	CWTS Room/Data Filer 4	As need arises	None	P	Adm.	PERMANENT				
CWTS Learning Journal	2013-2019	0.254	CWTS Room/Data Filer 4	As need arises	None	P	Adm.	PERMANENT				
NSTP Serial Numbers	2002-2022	0.1524	CWTS Room/Data Filer 4	As need arises	Registrar	P	Adm.	PERMANENT				
Request Letter of NSTP Serial Number from other schools	2002-2022	0.254	CWTS Room/Data Filer 4	As need arises	Registrar	P	Adm.	PERMANENT				
NSTP Grade Sheet	2008-2023	0.4064	Steel Cabinet 1	As need arises	Registrar	P	Adm.	PERMANENT				
NSTP PPMP and Purchase Request	2010-2022	0.127	Steel Cabinet 1	As need arises	Budget & BAC	P	Adm.	PERMANENT				
NSTP Communication Letter	2006-2022	0.1524	Steel Cabinet 1	As need arises	Department	P	Adm.	PERMANENT				
NSTP Completion Form	2008-2023	0.1778	Steel Cabinet 1	As need arises	Registrar	P	Adm.	PERMANENT				