



12 April 2021


MEMORANDUM CIRCULAR NO. 41
Series of 2021

- T O: Records Office Staff**
Records Management Improvement Committee Members
All Office Heads or its Representative
- R E: Virtual Briefing by the National Archives of the Philippines (NAP) on Records**
Disposition Administration

In connection with VSU's efforts to improve its operation, one of the areas that need to be updated is the Records Disposition Schedule (RDS) of the university. There is a need to update our RDS which was approved sometime in 2010 since there are new documents that were not classified in the disposition schedule.

The NAP will conduct a virtual briefing relative to this, anytime this month hence you are requested to participate in this activity. The specific schedule will be announced later once NAP will give us their final schedule.

Please be guided accordingly.


EDGARDO E. TULIN
President