

NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinuapan ng Pilipinas
RECORDS INVENTORY AND APPRAISAL

1. NAME OF OFFICE: Visayas State University		2. DEPARTMENT/SECTION: OVPPD		4. TELEPHONE NO.: 63 53 565 0600 Local: 1004	
6. ADDRESS: Visca Baybay City, Leyte		3. SECTION/UNIT: Planning and Development Office		5. EMAIL ADDRESS: roslyn.s.telempros@vsn.edu.ph	
		7. PERSON-IN-CHARGE OF FILES: Roslyn S. Telempros		8. DATE PREPARED: 31-Jan-25	

9. RECORDS SERIES TITLE AND DESCRIPTION	10. PERIOD COVERED / INCLUSIVE DATES	11. VOLUME	12. RECORDS MEDIUM	13. RESTRICTION/S	14. LOCATION OF RECORDS	15. FREQUENCY OF USE	16. DUPLICATION	17. TIME VALUE (T/P)	18. UTILITY VALUE Adm/F/Ar c	19. RETENTION PERIOD			20. DISPOSITION PROVISION
										Active	Storage	Total	
OPCR Targets	2019-2024	0.00328257	Paper & Electronic	Open Access	Office Document Shelf	As Need Arises	Concerned Offices	T	Adm	1	N/A	1	
OPCR Accomplishment	2019-2024	0.00547867	Paper & Electronic	Open Access	Office Document Shelf	As Need Arises	Concerned Offices	T	Adm	5	N/A	5	
Appointment	2020-2024	0.00074844	Paper	Open Access	Office Document Shelf	As Need Arises	Concerned Offices	T	Adm	5	N/A	5	after updated
OP Memorandum	2022-2024	0.00093555	Paper & Electronic	Open Access	Office Document Shelf	As Need Arises	Concerned Offices	P	Adm	Permanent			
Communication	2022-2024	0.00293139	Paper & Electronic	Open Access	Office Document Shelf	As Need Arises	Concerned Offices	T	Adm	2	N/A	2	after acted upon
Internal Communication	2022-2024	0.00915000	Paper	Open Access	Office Document Shelf	As Need Arises	Concerned Offices	T	Adm	2	N/A	2	after acted upon
Certificates	2022-2024	0.00012000	Paper	Open Access	Office Document Shelf	As Need Arises	None	T	Adm	1	N/A	1	
Notice of Meeting	2022-2024	0.00020100	Paper	Open Access	Office Document Shelf	As Need Arises	Concerned Offices	T	Adm	1	N/A	1	
Attendance Sheet	2022-2024	0.00024000	Paper	Open Access	Office Document Shelf	As Need Arises	None	T	Adm	2	N/A	2	after date of last entry
Minutes of Meeting	2022-2024	0.00019600	Paper	Open Access	Office Document Shelf	As Need Arises	None	T	Adm	1	N/A	1	
Justification	2022-2024	0.00079000	Paper	Open Access	Office Document Shelf	As Need Arises	None	T	Adm	5	N/A	5	after acted upon
Quality Records Matrix	2022-2024	0.00073200	Paper	Open Access	Office Document Shelf	As Need Arises	QAC	T	Adm	2	1	3	after superseded
Travel Request/Order	2022-2024	0.00023650	Paper	Open Access	Office Document Shelf	As Need Arises	None	T	Adm	2	N/A	2	after acted upon
External Communication	2022-2024	0.00063200	Paper	Open Access	Office Document Shelf	As Need Arises	Concerned Offices	T	Adm	2	N/A	2	after acted upon
ROAM	2022-2024	0.00031185	Paper	Open Access	Office Document Shelf	As Need Arises	Concerned Offices	T	Adm	3	N/A	3	after obsolescence, retain Master Copy for reference

RAO RECEIVED