



TRANSMITTAL AND RECEIPT OF VALUELESS RECORDS

Agency Name	Visayas State University			
Address	Visca, Baybay City			
Name of Dept./Unit/Office	Institute for Strategic Research and Development Studies (ISRDS)			
Person-in-charge of Files	ERNESTO A. GONZAGA, Jr. Signature over printed name			
Date transferred				
Restriction on Access to Records (please check box) ☒ Restricted ☐ No Restrictions	If Restricted, Indicate at least two (2) authorized personnel to access/retrieve records (Name and Position) 1.) <u>RHEA ANGELINE F. DAYONDON</u> Admin. Aide III Name Position 2.) <u>LILIAN B. NUÑEZ</u> Director Name Position			
File Box/Label Numbers	Records Series Title and Description	Inclusive Dates	Volume (in cu.m.)	Disposal Authority (GRDS/RDS Item no.)
Correspondence	Routine	1990-2022	.244 cu.m	GRDS No. 8
Logbooks	Incoming/Outgoing Correspondence	2000-2022	.056 cu.m	GRDS No.20
Meetings/Proceeding Files	Agenda/Minutes	2017-2023	.056 cu. m	GRDS No. 22
	Notices	2017-2023	.056 cu. m	GRDS No. 22
Notices	Allocations	2015-2021	.056 cu. m	GRDS No.47
Job order employment		2019 only	0.001039	GRDS No. 110

