

NATIONAL ARCHIVE OF THE PHILIPPINES <i>Pambansang Sinupan ng Pilipinas</i> RECORDS INVENTORY AND APPRAISAL			AGENCY: Visayas State University ADDRESS: Visca, Baybay City, Leyte			ORGANIZATIONAL UNIT Institute of Tropical Ecology and Environmental Management PERSON-IN-CHARGE OF FILES FELIX JOHN T. AMESTOSO, adDRC				Telephone 563-2020
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
								Active	Storage	
OP MEMO CIRCULAR	2019-2022	0.00598752	Display Cabinet, Data Filer (OP Memo)	As the need arises	Office of the President, ODQA, Records Office and Other In-Campus Offices	P	Adm.	Permanent		
OP MEMORANDA	2019-2022	0.006810804	Display Cabinet, Data Filer (OP Memo)	As the need arises	Office of the President, ODQA, Records Office and Other In-Campus Offices	P	Adm.	Permanent		
OP NOTICE OF MEETINGS	2019-2022	0.000130977	Display Cabinet, Data Filer (OP)	As the need arises	Office of the President, ODQA, Records Office and Other In-Campus Offices	P	Adm.	Permanent		
OVPAAMEMO	2020-2021	0.000109771	Display Cabinet, Data Filer (OVPAAM)	As the need arises	OVPAAM, ODQA, Records Office and Other In-Campus Offices	P	Adm.	Permanent		
OVPAAMEMO CIRCULAR	2019-2021	0.000673596	Display Cabinet, Data Filer (OVPAAM)	As the need arises	OVPAAM, ODQA, Records Office and Other In-Campus Offices	P	Adm.	Permanent		
OVPAF MEMO	2019-2020	3.99168E-05	Display Cabinet, Data Filer (OVPAF)	As the need arises	OVPAF, ODQA, Records Office and Other In-Campus Offices	P	Adm.	Permanent		
OVPAF MEMORANDUM CIRCULAR	2019-2021	0.00031185	Display Cabinet, Data Filer (OVPAF)	As the need arises	OVPAF, ODQA, Records Office and Other In-Campus Offices	P	Adm.	Permanent		
OVPAF NOTICE OF MEETING	2020	9.9792E-06	Display Cabinet,	As the need arises	OVPAF, ODQA, Records Office and	P	Adm.	Permanent		