

<b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i> <b>RECORDS DISPOSITION SCHEDULE</b>		1. AGENCY NAME:			<b>DAVAO DEL NORTE STATE COLLEGE</b>
		2. ADDRESS:			
3. SCHEDULE NO.		4. DATE PREPARED:			
1		May 08, 2025			
5. ITEM NUMBER	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b>OFFICE OF THE EXECUTIVE AFFAIRS</b>				
	<b>MOTOR POOL SERVICES</b>				
1	VEHICLE MAINTENANCE AND USE FILES Annual Preventive Maintenance Monitoring Plan Masterlist of School Vehicles Monthly Fuel Consumption Report Pre-repair Inspection Report Preventive Maintenance Work Order Summary of repair Vehicle Periodic Maintenance Service Rendered Vehicle Daily Checklist Vehicle Repair Request	3 years		3 years	
	<b>OFFICE OF THE HEAD FOR COLLEGE SECRETARIAL AFFAIRS</b>				
2	AGENDA FOLDER		PERMANENT		
3	BOARD IMPLEMENTATION ORDER		PERMANENT		
4	BOARD RESOLUTIONS Academic Council Administrative Council Board of Finance Committee Board of Academic, Research, and Extension Committee Board of Executive Committee College Research Extension and Production Council (CREPC) Action points		PERMANENT		
5	BOARD REFERENDUM		PERMANENT		
	MINUTES/PROCEEDING FILES		PERMANENT		
6	Academic Council Administrative Council Board of Finance Committee Board of Academic, Research, and Extension Committee College Research Extension and Production Council (CREPC) Action points				

**IMPORTANT:** Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

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	<b>INTERNATIONALIZATION INITIATIVES AND EXTERNAL AFFAIRS OFFICE</b>				
7	ASIA TECHNOLOGICAL UNIVERSITY - NETWORK COLLABORATION AGREEMENT		PERMANENT		It is a membership collaboration between DNSC and ATU-NET
8	BUREAU OF IMMIGRATION - SCHOOL ACCREDITATION		PERMANENT		Approved legal documents from the Bureau of Immigration through the accreditation
9	CERTIFICATES Memorandum of Agreement/ Understanding Network Membership	1 year 1 year	4 years 2 years	5 years 3 years	maximum years of expiration
10	MEMBERSHIP European Chamber of Commerce of the Philippines Membership Records University Mobility in Asia and Pacific Membership Application		PERMANENT		Institutional records should
11	TRAVEL REPORTS  Attendance during International Visits International Travels (Japan, Malaysia, Indonesia, et.al.) Malaysia Pre-departure documents		PERMANENT		Archived record of the office for travel endorsement and reference
	<b>RECORDS MANAGEMENT OFFICE</b>				
12	ANNIVERSARY DOCUMENTS		PERMANENT		
13	BUILDING PLANS		PERMANENT		
14	COLLEGE CHARTER/CODE		PERMANENT		
15	LAND TITLES		PERMANENT		
16	MISSION/VISSION OF THE COLLEGE		PERMANENT		
17	PRESIDENT'S PROFILE		PERMANENT		
18	INVENTORY AND APPRAISAL SHEETS	1 year	1 year	2 years	
19	POLICY AND AGREEMENT Housing Policy		PERMANENT		
20	SPECIAL ORDER		PERMANENT		
21	RECORDS DISPOSITION SCHEDULE	1 year	1 year	2 years	

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	<b>PUBLIC INFORMATION OFFICE (PIO)</b>				
22	REQUESTS / RESPONSE SLIPS Article Drafting Content Updating on the College Website Graphics and Content Design On-Site Documentation	3 years	3 years	6 years	
	<b>OFFICE OF THE PRESIDENT</b>				
	<b>OFFICE OF THE INTERNAL AUDITOR</b>				
23	INTERNAL AUDIT FILES				
	Internal Auditor Report		PERMANENT		For recurring issues, future references , and significant audit issues that may affect future findings.
	Audit Observation Memorandum		PERMANENT		
	Internal Audit Corrective Action Request	1 year	4 years	5 years	For recurring issues, future references , and significant audit issues that may affect future findings.
	Internal Audit Corrective Action Log	1 year	4 years	5 years	
	Working Papers		PERMANENT		
	Audited Liquidation Reports				
	Audited Cash Advances				
	Audited Reimbursements				
	<b>LEGAL UNIT</b>				
24	CERTIFICATE OF LEGAL REVIEW		PERMANENT		
25	LEGAL ADVICE		PERMANENT		
26	REPORT OF FINDINGS		PERMANENT		
	<b>OFFICE OF THE COLLEGE ENGINEER</b>				
27	ENGINEERING PLANS		PERMANENT		
28	ENGINEERING FORMS		PERMANENT		
	Concrete Pouring Permit	1 year	1 year	2 years	
	Material Clearance Form				
29	INFRASTRUCTURE PROPOSAL		PERMANENT		If not implemented dispose 5 years from the date of record
30	PERMIT		PERMANENT		
	Building Permit				
	Occupancy Permit				
	Demolition Permit				
	Tree Cutting Permit				
31	PROOF OF LAND OWNERSHIP		PERMANENT		
32	PROJECT MONITORING REPORTS		PERMANENT		
	Daily Project Monitoring Report				
	Monthly Accomplishment Report				
	Monthly Safety and Health Report				

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33	PROJECT PROGRESS BILLING	1 year	1 year	2 years	
	<b>PLANNING RESOURCE MANAGEMENT OFFICE</b>				
34	INTER-AGENCY REPORTS Accomplishment Report and Agency Plan on NCDA Agency Performance Review Report Annual Investment Plan (AIP) BP Form BED 2 Physical Plan Capital Outlay Project Climate Change Expenditures End Local Communist Armed Conflict (ELCAC) Fund Utilization Report (FUR) Program/Project Expenditure Monitoring Form (PPE) Public Investment Program Online (PIPOL) Regional Project Monitoring and Evaluation System (RPMES)	1 year	5 years	6 years	
35	Davao Regional Development Plan (DRDP)	6 years	5 years	11 years	
36	Public Investment Program (PIP)	6 years	5 years	11 years	
37	State Universities and Colleges (SUC) Leveling	6 years	3 years	9 years	
38	Three-Year Rolling Infrastructure Program (TRIP)	3 years	5 years	8 years	
	<b>PLANNING FILES</b>				
39	Land Use Development and Infrastructure	PERMANENT			
40	Strategic Plan Monitoring	5 years	5 years	10 years	
41	Strategic Plan	PERMANENT			
42	Strategic Objectives	5 years	5 years	10 years	
43	Targets and Accomplishment per Delivery Unit	1 year	5 years	6 years	
44	Trainings and Activity Conducted	1 year	5 years	6 years	
	<b>OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION AND FINANCE</b>				
45	INSPECTION REPORT FOR COMPLETED INFRASTRUCTURE PROJECTS	3 years	2 years	5 years	
	<b>ADMINISTRATIVE SERVICE DIVISION</b>				
46	FACILITIES MAINTENANCE RECORDS Administrative Services Request Facility Reservation Utility Maintenance Works Rotational Schedule	1 year	2 years	3 years	
47	SECURITY REPORTS Agency Contracts	1 year	2 years	3 years	

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	Assessment Reports Detailed Orders Received  <b>General Service Unit</b>				
48	ADMINISTRATIVE SERVICES REQUEST AND WORK ORDERS	2 years	3 years	5 years	
49	PROGRAM OF WORKS Detailed Estimates Bill of Quantities & Minor Repair Rehabilitation of DNSC Facilities	PERMANENT			
50	DEPARTMENT OF ENERGY (DOE) GOVERNMENT ENERGY MANAGEMENT PROGRAM (GEMP) INVENTORY	2 years	3 years	5 years	
51	PREVENTIVE MAINTENANCE MONITORING SCHEDULE Building Services Electrical Services Mechanical and Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R) services Plumbing Services  <b>HUMAN RESOURCE MANAGEMENT OFFICE</b>	2 years	3 years	5 years	
52	INDIVIDUAL LEARNING AND DEVELOPMENT PLAN (ILDLP)	3 years	2 years	5 years	
53	PERSONNEL MECHANISM Human Resource Learning and Development Plan Program on Awards and Incentives for Service Strategic Performance Management System	1 year	1 year	2 years	After superseded
54	REVISED ORGANIZATIONAL STAFFING STRUCTURE (ROSS)  <b>Bids and Awards Committee (BAC)</b>	PERMANENT			
55	PUBLIC BIDDING DOCUMENTS Abstracts of Bids Contracts Invitations Notices of Awards Notice to Proceed Opening to Bid Attendance Sheets Eligibility Requirements Technical and Financial Proposal Notice of Meeting Performance Bonds	3 years	2 years	5 years	

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	Post Qualification by the Technical Working Group (TWG) Pre-bid Conferences Resolutions Supplemental Bid Bulletins Technical and Financial Proposal				
56	SMALL VALUE PROCUREMENT Bids and Awards Committee Evaluation Resolutions  <b>Corporate Enterprise Management Unit</b>	3 years	2 years	5 years	
57	CONTRACT OF LEASE OF THE DNSC HOUSING OCCUPANTS	1 year	5 years	6 years	
58	FACILITY RENTAL RESERVATION	1 year	5 years	6 years	
59	MEMORANDUM OF AGREEMENT RE: DNSC CANTEEN RENTAL	1 year	5 years	6 years	
60	POLICIES, RULES, AND REGULATIONS OF SOME INCOME GENERATING PROJECTS	PERMANENT			
	<b>SUPPLY AND PROPERTY MANAGEMENT UNIT</b>				
61	BUILDING AND EQUIPMENT INSURANCE	3 years	2 years	5 years	
62	VEHICLE INSURANCE AND REGISTRATIONS	3 years	2 years	5 years	
	<b>FINANCE SERVICE DIVISION</b>  <i>Accounting Services Unit</i>				
63	BILLING STATEMENTS FOR LOST/UNRETURNED SEMI EXPANDABLE MATERIALS AND BOOKS REPORTS	3 years	7 years	10 years	
64	Bureau of Internal Revenue (BIR) E-submission confirmation email	2 years	2 years	4 years	
65	Bureau of Internal Revenue (BIR Forms ('1600, 1601EQ, 0619E, 1601C, 1604E, 1604E, 1604CF, 2316, 2307)	2 years	2 years	4 years	
66	Lapsing Schedule on Depreciation	5 years	5 years	10 years	
67	Registry Sheets (Transmittal)	2 years	3 years	5 years	
68	Report on the Aging of Cash Advances	3 years	7 years	10 years	
69	Status of other Receivables	3 years	7 years	10 years	
70	Status of Fund Transfers to other Government/Implementing Agencies	3 years	7 years	10 years	
71	Status of Fund Transfers to NGO/ People's Organization	3 years	7 years	10 years	
72	Student Assessment	5 years	5 years	10 years	provided settled and/or soft copies were encoded
73	Tax Remittance Advices	2 years	3 years	5 years	
74	Worksheet (columnar)	PERMANENT			

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	<b><i>Budgeting Services Unit</i></b>				
75	BUDGET REPORTS				
76	Budget Execution Documents	3 years	2 years	5 years	
	Financial Accountability Reports (FAR)	3 years	7 years	10 years	
	FAR No. 6 - Statement of Approved Budget Utilization, Disbursement and Balances for Trust Receipts, FAR No. 6				
77	Program of Receipts and Expenditures on Internally-Generated Income	3 years	2 years	5 years	
78	Semi Monthly Reports (Status of Payables for all funds)	2 years	2 years	4 years	
	<b>FUND UTILIZATION REPORT</b>				
79	Monitoring and Evaluation Instrument (For Budget Utilization per Fund Manager)	1 year	1 year	2 years	
80	Report on Collections with Authority to Use and Actual Expenditures - Fund Utilization Report Form 1	2 years	2 years	4 years	
81	Summary of Receipts and Expenditures for All Fund by Program - Fund Utilization Report Form 1	2 years	2 years	4 years	
	<b><i>Cashier's Office</i></b>				
82	FINDES PAYROLL REGISTER	5 years	5 years	10 years	
	<b>OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS</b>				
83	ACCREDITING AGENCY OF CHARTERED COLLEGES AND UNIVERSITIES IN THE PHILIPPINES (AACCUP) ACCREDITATION RECORDS	3 years	3 years	6 years	
84	ACADEMIC POLICIES	PERMANENT			
85	CLASS RECORD	1 year	1 year	2 years	
86	CLASS LISTS	1 year	1 year	2 years	
87	CONSULTATION LOG SHEETS	1 year	1 year	2 years	
88	CLASS OBSERVATION/MONITORING FORMS	1 year	1 year	2 years	
89	COMPREHENSIVE EXAMINATION FILES	1 year	1 year	2 years	
90	Comprehensive Exam Questionnaire	1 year	1 year	2 years	
91	EXAMINATION SCHEDULES	1 year	1 year	2 years	
92	FACULTY LOADING	3 years	3 year	6 years	
93	INSTRUCTIONAL MATERIALS	3 years	3 years	6 years	
94	LICENSURE EXAM RESULTS Licensed Professional Teacher	2 years	3 years	5 years	



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95	Licensure Examination for Fisheries Technologist Social Work Licensure Examination Food Technologist Licensure Examination  PROPOSED CURRICULUM (New/Revised) Minutes of the Meeting New Program Revision of Curriculum Revised Curriculum Prospectus Approved New Program Curriculum Attendance Sheet		PERMANENT		
96	REQUESTS Change of Grades Open account of the Integrated Academic Management Information Systems (IAIMS) for late submission of grades	1 year	2 years	3 years	
97	RECLASSIFICATION OF FACULTY POSITION (DBM-CHED JC NO. 03, S. OF 2022)  Overall Summary Sheet Individual Summary Sheet	3 years	2 years	5 years	After superseded
98	STUDENT EVALUATION SHEETS	2 years		2 years	
99	SYLLABI AND COURSE OUTLINES		PERMANENT		
100	TABLE OF SPECIFICATIONS AND QUESTIONNAIRES	2 years		2 years	
101	VICE PRESIDENT FOR ACADEMIC AFFAIRS' FILES Endorsements	2 years	3 years	5 years	
	<b>OFFICE OF THE COLLEGE LIBRARIAN</b>				Records are not included in the GRDS
102	ACCESSION RECORD Book Accession Record Unpublished Thesis/ Dissertation		PERMANENT		
103	LEARNING AND INFORMATION RESOURCE CENTER (LIRC) ACCOMPLISHMENTS Activity Design LIRC Development Plan/Annual Plan	1 year	1 year	2 years	After superseded
104	LIST OF INFORMATION RESOURCES LIRC Donated Materials List of Available Resources List of Reference Request by the Faculty List of Weed-out/Deselected LIRC Materials Lost and Paid Books	1 year	1 year	2 years	After superseded



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105	LEARNING AND INFORMATION RESOURCE CENTER (LIRC) USER STATISTICS Audio Visual Reservation Form Borrowing of Books Receipt Inside Reading Patron Maintenance Forms (Library User Information Periodical User Statistics	1 year	1 year	2 years	After superseded
106	THESES and DISSERTATIONS	PERMANENT			
	OFFICE OF THE STUDENT DEVELOPMENT AND SERVICES				
107	STUDENT SERVICES EVALUATION RESULT  Guidance and Testing Center	1 year	1 year	2 years	
108	ANSWER SHEETS BarOn Emotional Quotient Inventory: Short (EQi:s) Management Development Questionnaire (MDQ) Occupational Aptitude Survey & Interest Schedule (OASIS) Otis-Lennon School Ability Test G (OLSAT G)	2 years	3 years	5 years	
109	COLLEGE ENTRANCE EXAMINATION Applications Answer Sheets Attendance Result and Summary	2 years	3 years	5 years	
110	COUNSELING NOTES	2 years	3 years	5 years	
111	COUNSELLING APPOINTMENT/REFERRAL	2 years	3 years	5 years	
112	DNSC EMPLOYEE APPLICANT FILES Answer Sheet Attendance of the Applicant Result and Summary	2 years	3 years	5 years	
113	STUDENT CONCERNS SUMMARY  Job Placement Unit	5 years	5 years	10 years	
114	COMPANY FILES Job Hiring/Posting Profiles Requests	2 years	3 years	5 years	
115	JOB FAIR ACTIVITIES	2 years	3 years	5 years	
116	NATIONAL SKILLS REGISTRY PROGRAM	2 years	3 years	5 years	

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	<b>Scholarship Services</b>				
117	BILLING REPORTS Academic Scholarship Agricultural Competitiveness Enhancement Program Commission on Higher Education-Tertiary Education Subsidy (CHED-TES) Commission on Higher Education-Tulong Dunong Program (CHED-TDP) Scholarship Program For Coconut Farmers and Their Families  Unified Student Financial Assistant System for Tertiary Education (UniFAST) Free Higher Education	2 years	3 years	5 years	
118	CHED-SAFE/STUDENT FINANCIAL ASSISTANT Filled-up Application Files Notarized Contract of Loan Photocopy of Payment Photocopy of Transfer of Fund Signed by the Dean  Record of Unpaid/Balance Payment of Borrowers and Promissory Note Summary List of Loan Submitted to Accounting	2 years	3 years	5 years	
119	LIST OF SCHOLARS AND GRANTEEES	PERMANENT			
120	REQUIREMENTS SCHOLARSHIP/GRANTS Certificate of Registration Certificate of Ratings/Grade Endorsement Letter	1 year	1 year	2 years	
121	SCHOLAR AND GRANTEEES PAYROLL Academic Scholarship Commission on Higher Education-Tertiary Education Subsidy (CHED-TES) Commission on Higher Education-Tulong Dunong Program (CHED-TDP) Agricultural Competitiveness Enhancement Program Scholarship Program For Coconut Farmers and Their Families	2 years	3 years	5 years	
122	VALIDATIONS/LIQUIDATIONS Academic Scholarship Agricultural Competitiveness Enhancement Program CHED Tulong Dunong Program-Tertiary Education Subsidy Commission on Higher Education-Tulong Dunong Program (CHED-TDP)	2 years	3 years	5 years	

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	<b><i>Student Publication</i></b>				
123	ACKNOWLEDGEMENT RECEIPTS OF FOLIO AND MAGAZINES	2 years	3 years	5 years	
124	APPLICATION FORMS	2 years	3 years	5 years	
125	OVERALL ASSESSMENT RATING SHEETS	2 years	3 years	5 years	
126	ENDORSEMENT OF EDITORIAL STAFF	2 years	3 years	5 years	
	<b><i>Dormitory Services</i></b>				
127	DORMITORY OCCUPYING POLICIES	PERMANENT			
128	DORMITORY OCCUPYING APPLICATION	1 year	4 years	5 years	
129	DORMITORY EXIT FILLED-UP FORMS	1 year	4 years	5 years	
130	DORMITORY FEES	2 years	3 years	5 years	
	<b><i>Student Organization Office</i></b>				
131	ACCREDITED STUDENT ORGANIZATIONS FILES Approved Activity Design Financial Statement Operational Plan Pledge of Commitment	1 year	2 years	3 years	
132	AFFIDAVIT OF CONSENT	2 years		2 years	
133	APPLICATION FOR ACCREDITATION WITH SUPPORTING DOCUMENTS	2 years		2 years	
134	SUMMARY LISTS OF ACCREDITED STUDENT ORGANIZATIONS	2 years		2 years	
135	SUPREME STUDENT COUNCIL Constitution and By-laws  Supreme Student Council Election File	PERMANENT			The council needs to have a copy of the CBLs because it contain the process of regulations of the organization. The council needs to keep record on the election results to protect its integrity and sanctity.
136	COMPLAINT LETTER	2 years		2 years	
137	INCIDENT REPORT	2 years		2 years	
138	NOTICE OF APPEARANCE	2 years		2 years	
	<b><i>Student Discipline Services</i></b>				

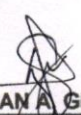
5. ITEM NUMBER	6. RECORDS SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
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139	STUDENT VIOLATION REPORT	2 years		2 years	
	<i>Sport's Services</i>				
140	SPORTS ACTIVITIES Athlete's Information Attendance Sheet Certificates Invitation letters List of Varsities Recommendation Form Try-out Rating Scale	3 years	3 years	6 years	
	<i>Cultural Services</i>				
141	CULTURAL ACTIVITIES Cultural Development Program Recommendation form for Grant In Aide Student Performer's Audition Files	3 years	3 years	6 years	
142	DNSC BAND/CHORALE Audition Files List of Members List of Officers Constitution and by-laws	3 years	3 years	6 years	
	<i>Medical and Dental Services</i>				
143	ACTION AND DEVELOPMENT PLAN	3 years	3 years	6 years	
144	DENTAL RECORDS Doctor's Contract Accomplishment Report	3 years	3 years	6 years	
145	COLLEGE DRUG TEST GUIDELINES	3 years	3 years	6 years	
146	MEDICAL RECORDS Faculty and Staff Students	5 years	5 years	10 years	
147	CERTIFICATES Medical Drug Test Results	5 years	5 years	10 years	
148	INSURANCE POLICY	5 years	5 years	10 years	
149	LISTS Blood Donors Medicines Referred Students	5 years	5 years	10 years	
150	SYMPOSIUM ACTIVITIES	3 years	3 years	6 years	

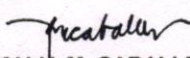
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	<b>NATIONAL SERVICE TRAINING PROGRAM (NSTP)/ CIVIC WELFARE TRAINING SERVICE (CWTS)/ RESERVE OFFICERS' TRAINING CORPS (ROTC)/ LEADERSHIP TRAINING</b>				
151	MASTERLIST OF STUDENTS Reserve Officer Training Corps (ROTC) Civil Welfare Training Service (CWTS) Literacy Training Service (LTS)	3 years	2 years	5 years	
152	NATIONAL SERVICE TRAINING PROGRAM RECORDS	3 years	2 years	5 years	
153	STUDENT FILES Excuse Letters Lists of Graduates	2 years	3 years	5 years	
<b>OFFICE OF THE COLLEGE REGISTRAR</b>					
154	ACADEMIC CALENDAR	5 years	5 years	10 years	
155	COURSES/PROGRAM/CURRICULA	PERMANENT			Detailed Subject content for Transcript of Records for Study or employment abroad.
	STUDENT RECORDS				
156	Adding/Dropping/Changing of Subject	4 years	2 years	6 years	After Files have been recorded
157	Affidavits with supporting documents	PERMANENT			
158	Application for Graduation	PERMANENT			
159	Board Resolution for the Candidate of Graduation	PERMANENT			
160	Certificate of Good Moral Character	4 years	2 years	6 years	After Files have been recorded
161	Certificate of Graduation	4 years	2 years	6 years	After Files have been recorded
162	Change of Grades	4 years	2 years	6 years	After Files have been recorded
163	Completion/Removal Forms	4 years	2 years	6 years	After Files have been recorded
164	Enrollment/Graduation Forms	4 years	2 years	6 years	After Files have been recorded
165	Enrollment Permit/Permit to Study	4 years	2 years	6 years	After Files have been recorded
166	Evaluation Forms	4 years	2 years	6 years	After Files have been recorded
167	High School Report Card Form 137/138	PERMANENT			
168	Honorable Dismissal/Transfer Credential	PERMANENT			
169	List of Honors (Latin Honors, Dean's Lister)	PERMANENT			
170	Original Form 137	PERMANENT			
171	Original NSO Birth Certificate/Marriage Certificate	PERMANENT			

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172	Overloading of Subject	4 years	2 years	6 years	After Files have been recorded
173	Statistical Report of Enrolment/Graduation	PERMANENT			
174	Transcript of Records	PERMANENT			
175	Withdrawal of Registrations	1 year		1 year	
OFFICE OF THE VICE-PRESIDENT FOR RESEARCH, PRODUCTION AND EXTENSION					
177	CONDUCT OF EXTENSION ACTIVITIES Activity Photographs Approved Extension Activity Design	1 year	5 years	6 years	
178	FACULTY RESEARCH, EXTENSION AND PRODUCTION LOAD	3 years		3 years	
179	FLIERS Moritos Product Taclobo Tours				
180	INTELLECTUAL PROPERTY APPLICATION		PERMANENT		
181	INTERNALLY FUNDED RESEARCH, EXTENSION, AND PRODUCTION PROJECT SPECIAL ORDER		PERMANENT		
182	PUBLICATION		PERMANENT		
183	RESEARCH, EXTENSION AND PRODUCTION PROPOSALS		PERMANENT		
184	RESEARCH, EXTENSION AND PRODUCTION TRAINING REPORTS		PERMANENT		
185	RESEARCH, EXTENSION AND PRODUCTION FORMS		PERMANENT		
186	TERMINAL REPORTS		PERMANENT		
187	UTILIZATION OF RESEARCH OUTPUTS		PERMANENT		




9. Prepared by:

  
ELLEN JEAN A. GEOLAGON  
Records Officer II

  
AMALIA M. CABALLERO  
Records Officer III

11. Recommending Approval:

  
REIR ERLINDA E. CUTAD, DIT  
Vice-President for Administrative and Finance/RMIC Chair

10. Assisted by:

EHXIA R. DONDONILLA  
Sr. Records Management Analyst

MA. PATRICIA C. SULIBA  
Records Management Analyst II

12. Approved:

  
JOY M. SORROSA, PhD  
SUC President III

TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES

This Records Disposition Schedule

- ☐ is being returned for improvement / correction  
☐ is being recommended for approval

ELIZABETH B. EJE  
Chairman  
Records Management Evaluation Committee

                      
Date

APPROVED:

VICTORINO MAPA MANALO, CESE  
Executive Director

                      
Date