



August 10, 2022

DR. MA. THERESA P. LORETO

Dean, CAS

Visayas State University

Visca, Baybay City, Leyte

Dear Ma'am:

Greetings!

I would like to recommend the appointment of the following dDRC members of College of Arts and Sciences effective **July 9, 2022** to **December 31, 2022** to wit:

- | | |
|--------------------------|--------------------|
| 1. Israel, Mary Joy P. – | CAS dDRC Treasurer |
| 2. Bengalan, Monna – | CAS dDRC Secretary |

Their services as CAS dDRC officers are extremely needed as we are forming an organization that will help build better bonding among ourselves and have the mission to enhance our skills and capabilities as document controllers through future training and seminars.

Anticipating for your favorable consideration on this request.

Very truly yours,

RODERICK M. UNAJan

Core dDRC, CAS

Recommending Approval:

MA. THERESA P. LORETO

Dean, CAS

cc:

Ms. Mary Joy P. Israel, DMath

Ms. Monna Bengalan, DPhys

Mr. Roderick M. Unajan, CAS Core dDRC



August 10, 2022

Mary Joy P. Israel

dDRC, Department of Mathematics

College of Arts and Sciences

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Israel:

As favorably endorsed and recommended by the CAS Core dDRC, you are hereby appointed as **Treasurer** of the CAS Document Controllers Group under the College of Arts and Sciences effective July 1, 2022 to December 31, 2022.

As Treasurer, you are expected to perform the following responsibilities:

1. General financial oversight
2. Financial planning and budgeting
3. Financial reporting
4. Banking, book keeping and record keeping

MA. THERESA P. LORETO

Dean, CAS

cc: Ms. Mary Joy P. Israel, DMath
Mr. Roderick M. Unajan, CAS Core dDRC



August 10, 2022

Ms. Monna Bengalan

dDRC, Department of Physics

College of Arts and Sciences

Visayas State University

Visca, Baybay City, Leyte

Dear Ms. Bengalan:

As favorably endorsed and recommended by the CAS Core dDRC, you are hereby appointed as **Secretary** of the CAS Document Controllers Group under the College of Arts and Sciences effective July 1, 2022 to December 31, 2022.

As Treasurer, you are expected to perform the following responsibilities:

1. Book meeting rooms, set up conference calls and take messages and minutes during meetings
2. Perform administrative tasks, including filing and photocopying
3. Write emails, memos and letters
4. Implement and/or develop office procedures and record systems
5. Organize and distribute messages
6. Make and confirm travel arrangements
7. Prepare and mail outgoing correspondence
8. Maintain confidential department files/records
9. Perform routine bookkeeping tasks

MA. THERESA P. LORETO

Dean, CAS

cc: Ms. Monna Bengalan, DPhys
Mr. Roderick M. Unajan, CAS Core dDRC