



**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**AGRONOMY**

August 19, 2024

**Dr. Prose Ivy G. Yepes**  
President  
Visayas State University

Dear **Dr. Yepes**,

I would like to recommend the designation of

Name of the Appointee:	<b>LOVELY V. PADERES</b>
Designated Position/s:	Alternate-Deputy Document and Records Controller for the Department of Agronomy
Date of Appointment:	July 01, 2024 – September 30, 2024

She shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the Document and Records Controller (DRC) within the unit she is assigned by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for document in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records.
2. Ensure that there is good coordination between her, the University Document and Records Controller, and the dDRC of the unit she is assigned, in all concerns related to document and records control.
3. Assist the dDRC in the performance of her duties.

Moreover, she entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Thank you very much.

Very truly yours,

**LUZ G. ASIO**  
Head, DA

*Cc: Ms. Susana B. Miñoza-ODQA*

**DEPARTMENT OF AGRONOMY**

Visayas State University, PQUV+97H Baybay City, Leyte  
Email: [agronomy@vsu.edu.ph](mailto:agronomy@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1013



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