

February 20, 2025

Dr. Prose Ivy G. Yepes
VSU President
Visayas State University
Visca, Baybay City, Leyte

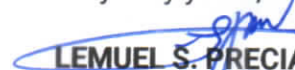
Dear President Yepes:

This is to recommend the appointment of **Mr. Carlito O. Suganob** of the Department of Economics as Deputy Document and Records Controller effective January 3, 2025 to December 31, 2025.


As dDRC, Mr. Suganob is expected to perform the following duties and responsibilities:

1. Issuing, maintaining, retrieving and controlling of controlled documents;
2. Assigning of document numbers and other coding control for documents in coordination with the college DRC;
3. Coordinate with and inform relevant personnel on any changes;
4. Ensure the implementation of control of records;
5. Coordinate with the University Document and Records Controller, Core Deputy Document and Record Controller and the Deputy Document and Records Controller in all concerns related to document and records control;
6. Attend regular meetings called upon by the University DRC to monitor and/or assess status of managing document information.

Very truly yours,


LEMUEL S. PRECIADOS
Head, DoEcon

Conforme:


CARLITO O. SUGANOB
dDRC/Admin. Aide VI

Recommending Approval:

MARK C. RATILLA
Dean, FME

ROTACIO S. GRAVOSO
Vice President for Academic Affairs

Approved:

PROSE IVY G. YEPES
President