

January 03, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of **Ms. Jesibel L. Muertigue** as Deputy Document Records Controller and **Mr. Celso P. Godoy** as alternate Deputy Document Records Controller of the College of Forestry and Environmental Science effective January 3, 2022.

As dDRC, **Ms. Muertigue** shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the Document and Records Controller (DRC) within the unit he/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 him/her, the University Document and Records Controller, and the alternate dDRC of the unit he/she is assigned, in all concerns related to document and records control.


And as alternate dDRC, **Mr. Godoy** shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the deputy Document and Records Controller (dDRC) within the unit he/she is assigned in the absence of the former 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 him/her, the University Document and Records Controller, and the Office dDRCs in all concerns related to document and records control.
3. Assist the dDRC in the performance of his/her duties.

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

Thank you very much.

Very truly yours,


DENNIS P. PEQUE
 Dean, CFES

Cc: ODQA/CFES/JLMuertigue/CPGody