



VISAYAS
STATE UNIVERSITY



DEPARTMENT OF
AGRONOMY

July 24, 2023

Dr. Edgardo E. Tulin
President
Visayas State University
Visca, Baybay City, Leyte

Dear **President Tulin**,

I would like to recommend the designation of

Name of the Appointee:	MILESA C. MARSADO
Designated Position/s:	Deputy Document and Records Controller for the Department of Agronomy
Date of Appointment:	July 19, 2023 - December 31, 2023

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 documents; b) assigning document numbers and other coding controls for documents in coordination with the DRC; c) coordinate with and inform relevant personnel on any changes; and d) ensuring the smooth implementation of the control of records.
2. Ensure that there is good coordination between herself, the University Document and Records Controller, and the alternate dDRC of the unit she is assigned, in all concerns related to document and records control.

3.

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

Thank you very much.

Very truly yours,


DIONESIO M. BAÑOC
Head, DA

Cc: Ms. Pamela P. Oraño-ODQA

DEPARTMENT OF AGRONOMY

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