



March 1, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

Dear **Dr. Tulin**,

I would like to recommend the designation of

Name of the Appointee: **TORAJA, Leonardo Jr.**
Designated Position/s: Alternate deputy Document and Records Controller
Date of Appointment: January 03, 2022 to December 31, 2022

He 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 the 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 alternate dDRC of the unit she is assigned, in all concerns related to document and records control.
3. Assist the dDRC in the performance of his duties.

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,

MARIA TERESA A. CRUZ

Head, Internal audit