



January 20, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Dear **Dr. Tulin**,

I would like to recommend the designation of:

Name of the Appointee: **Alma F. Gofredo**
Designated Position/s: **Alternate Document and Records Controller**
Date of Appointment: **January 1, 2022-June 30, 2022**

She shall perform the following duties and responsibilities;

1. Perform the functions of the deputy Document and Records Controller (dDRC) within the unit 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 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 her duties.
4. Prepares all financial and personnel documents (e.g reimbursement, liquidation, cash advance, DTR printing, vouchers, payroll, travel documents, etc.)
5. Perform Messengerial work.
6. Maintains cleanliness and orderliness in the office and reception area.
7. Disseminates department and university initiated meetings and seminars.
8. Receives and relays IP messages and telephone calls for faculty and staff.
9. Maintains a systematic filing system of office records.
10. Assist the faculty in printing of IMS.
11. Receives and records incoming and outgoing documents for the department.
12. Performs other functions as assigned by the department head.

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,


ANALYN M. MAZO

Head, DBS