



January 22, 2024

Dr. Daniel Leslie S. Tan
OIC-President
Visayas State University
Visca, Baybay City, Leyte

Thru: **Dr. Rotacio S. Gravoso**
Director for Quality Assurance

Dear **Dr. Tan:**

This is to recommend the designation of **Ms. Jamaica M. Janohan** as **Alternate Deputy Document and Records Controller (Alternate dDRC)** of the Institute of Tropical Ecology and Environmental Management (ITEEM), effective January 2, 2024, until December 31, 2024.

As Alternate dDRC, Ms. Janohan will perform the following responsibilities:

1. Perform the functions of the Document and Records Controller (DRC) within the Institute by:
 - a. issuing, maintaining, retrieving, and controlling controlled documents;
 - b. assigning of 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 implementation of the control of records;
2. Ensure that there is good coordination between you, the University Document and Records Controller, Core Deputy Document and Records Controller, and the dDRCs in all concerns related to document and records control;
3. Assist the dDRC in the performance of her duties.

Thank you very much for your favorable action.

Very truly yours,

TEOFANES A. PATINDOL
Director

Conformé:

JAMAICA M. JANOHAN
Clerk (*Job Order*)

Endorsed by:

RENEZITA S. COME

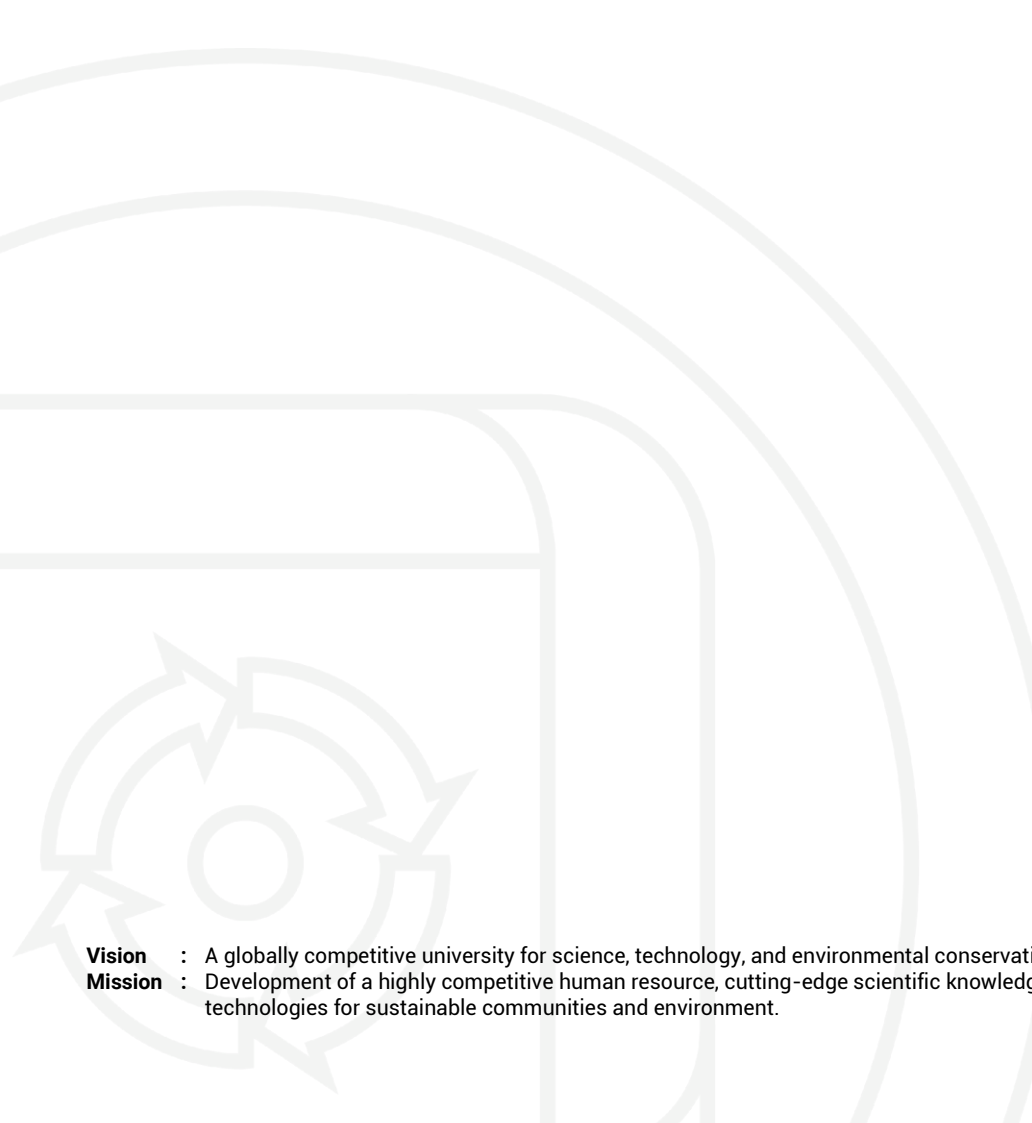
Dean, College of Forestry and Environmental Science (CFES)

Recommending Approval:

ROTACIO S. GRAVOSO

Director for Quality Assurance

c c: J.M.Janohan
Director, ODQA
Dean, CFES
Head, RSPPRO
ITEEM-file



Vision : A globally competitive university for science, technology, and environmental conservation.
Mission : Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.