



February 28, 2022

DR. EDGARDO E. TULIN

President

Visayas State University

Visca, Baybay City, Leyte

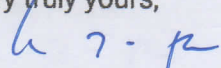
Dear Dr. Tulin:

This is to recommend the appointment of **Ms. Babylyn C. Lambert** of the Department of Economics as **Alternate Deputy Document and Records Controller (Alternate dDRC)** effective January 3, 2022 to December 31, 2022.

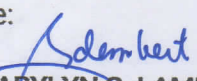
As a Alternate dDRC, Ms. Lambert is expected to perform the following duties and responsibilities:

1. Issuing, maintaining, retrieving and controlling controlled documents;
2. Assigning of document numbers and other coding controls for document in coordination with the DRC;
3. Coordinate with and inform relevant personnel on any changes;
4. Ensure the implementation of the control of records.
5. Coordinate with the University Document and Records Controller, Core Deputy Document and Records Controller and the Deputy Document and Records Controller in all concerns related to document and records control.
6. Assist the dDRC in the performance of his duties.

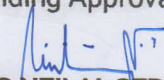
Very truly yours,


MARIA HAZEL I. BELLEZAS
Head, DoEcon

Conforme:


BABYLYN C. LAMBERT
Alternate dDRC

Recommending Approval:


MOISES NEIL V. SERINO
Dean, CME

BEATRIZ S. BELONIAS
Vice President for Academic Affairs

Approved:

EDGARDO E. TULIN
President

Vision:
Mission:

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

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FM-VSU-03
v0 05-04-2020

No. DOE-2022-46