



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

January 13, 2025

Dr. Prose Ivy G. Yepes
President
Visayas State University
Baybay City, Leyte

Dear Dr. Yepes,

I would like to recommend the designation of

Name of the Appointee: Rhea Angelie F. Dayondon
Designated Position/s: Deputy Document and Records Controller for Institute for Strategic Research and Development Studies
Date of Appointment: January 13, 2025 to December 31, 2025

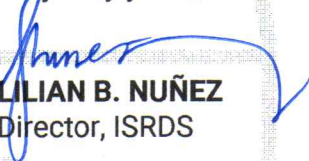
She shall perform the following duties and responsibilities, to wit;

1. Perform the functions of the Document and Records Controller (DRC) within the unit she is assigned by: a) issuing, maintaining, retrieving and controlling of documents; b) assigning of document numbers and other coding controls for documents in coordination with the DRC; c) coordinating with and informing 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.

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

Thank you very much.

Very truly yours,


LILIAN B. NUÑEZ
Director, ISRDS

copy furnished:
ODQA



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Page 1 of 1
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